TimePunch

TimePunch Client 2.6

User Manual

TimePunch KG, Wormser Str. 37, 68642 Bürstadt

TimePunch
TRACKING PROGRESS NOT ONLY HOURS

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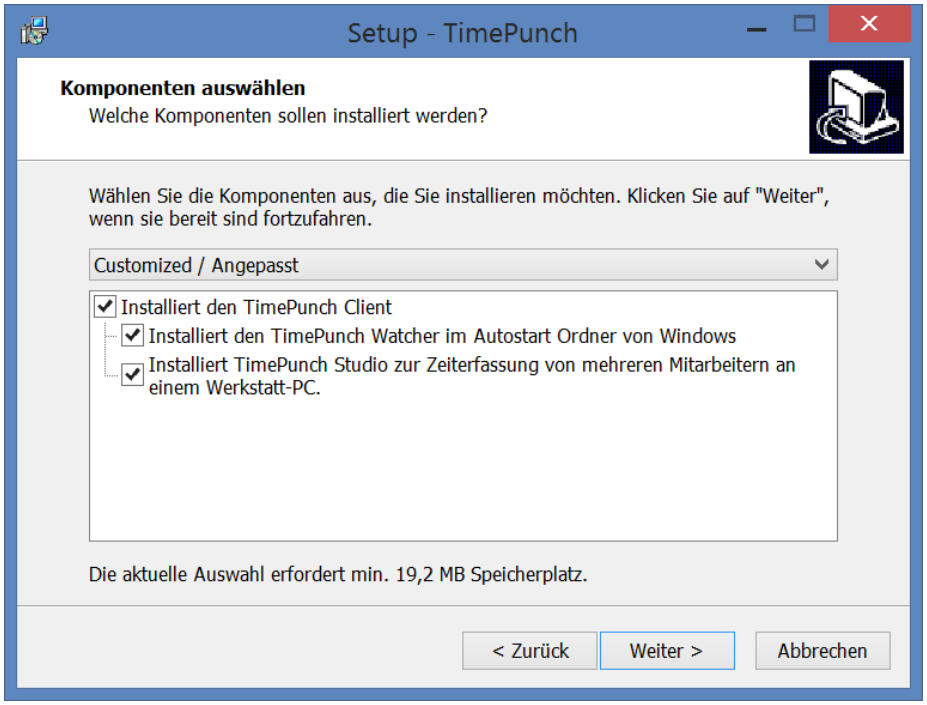
Introduction

This document describes the use of the TimePunch Windows client, the profile management and the holiday editor.

As further documentations there are user manuals of the TimePunch Watcher and the synchronization assistant available. Therefore this parts won't be described here at all.

Installation

The TimePunch Windows Client can be downloaded and installed from our Website http://www.timepunch.de. The installation will be done with our TimePunch Setup executable.

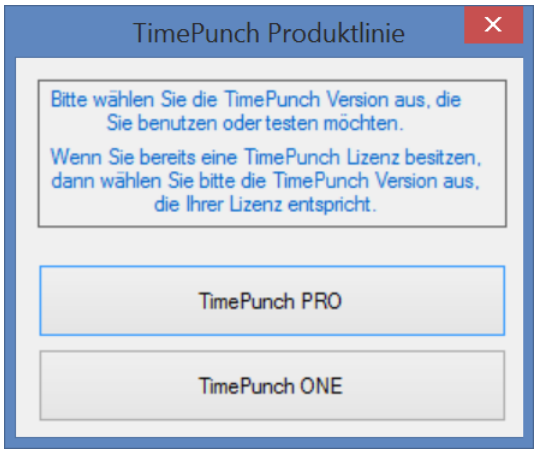

Setup - TimePunch
Komponenten auswählen
Welche Komponenten sollen installiert werden?
Wählen Sie die Komponenten aus, die Sie installieren möchten. Klicken Sie auf "Weiter", wenn sie bereit sind fortzufahren.
Customized / Angepasst
Installiert den TimePunch Client
Installiert den TimePunch Watcher im Autostart Ordner von Windows
Installiert TimePunch Studio zur Zeiterfassung von mehreren Mitarbeitern an einem Werkstatt-PC.
Die aktuelle Auswahl erfordert min. 19,2 MB Speicherplatz.
< Zurück
Weiter >
Abbrechen

The following options can be chosen:

Option	Beschreibung
TimePunch Watcher Installation	Der TimePunch Watcher is used for the automatic time recording of the working time at the PC of the employee. It's most useful, if the people are working the most time at their PC.
TimePunch Studio Installation	TimePunch Studio is a software that runs at a standalone PC and can be used to track the logon and logoff times for multiple users.

Product line

After the successful installation of TimePunch the product line selection dialog will be shown. Within the 30 days test period the product line can be switched in order to test the different versions of TimePunch.


TimePunch Produktlinie
Bitte wählen Sie die TimePunch Version aus, die Sie benutzen oder testen möchten.
Wenn Sie bereits eine TimePunch Lizenz besitzen, dann wählen Sie bitte die TimePunch Version aus, die Ihrer Lizenz entspricht.
TimePunch PRO
TimePunch ONE

In order to switch the product line, you have to select the menu “Help / Choose Product-line …”

	TimePunch PRO for enterprises	TimePunch ONE for self-employed
Time-tracking at PC	✓	✓
Mobile time-tracking with smartphone	✓	✓
Time-Tracking at a terminal PC	✓	
Time-Tracking with RFID transponder	✓	
Support of the TimePunch Application	✓	
Project management	✓	✓
Time sheets	✓	✓
Public holiday calculation	✓	✓
Project reportings / Cost splitting	✓	✓
Staff administration	✓	

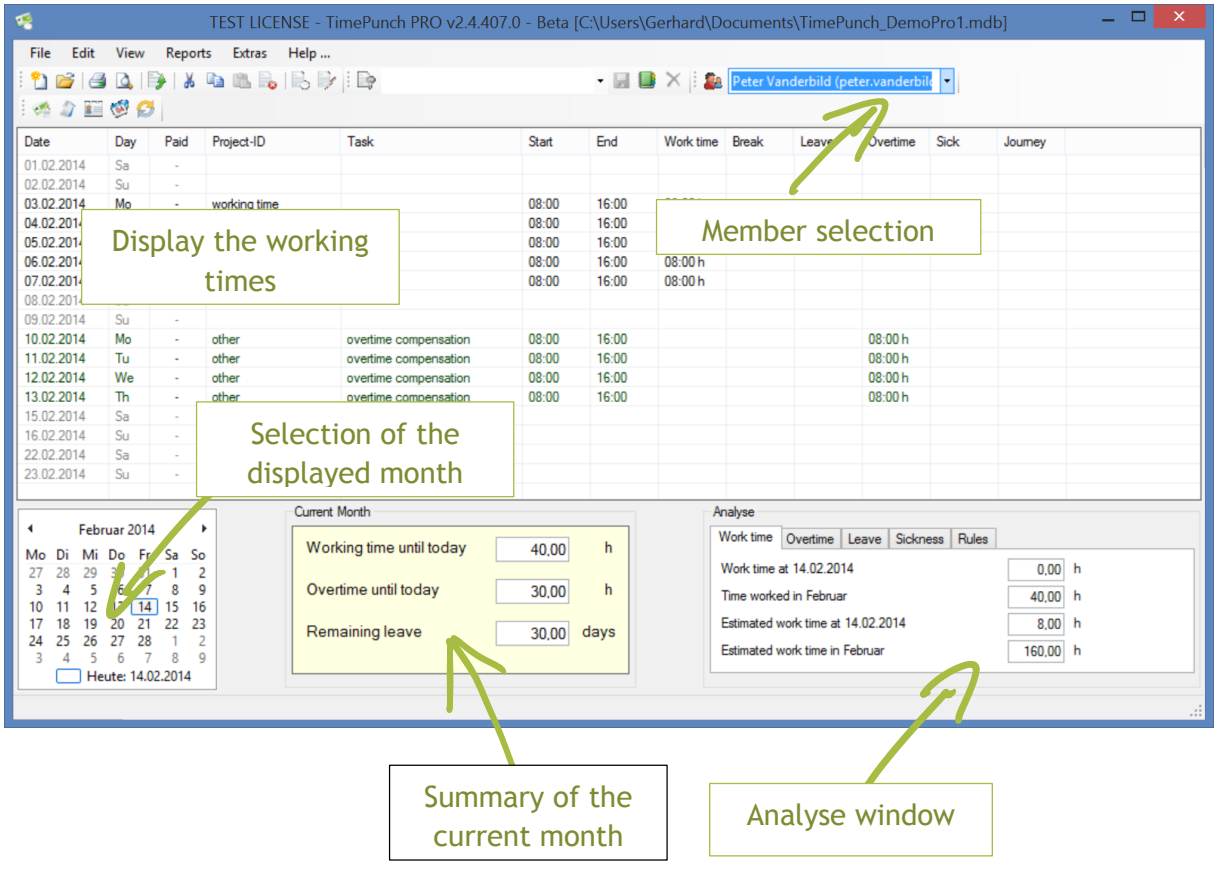
Employee monthly reports	✓	
Working time models / flexitime	✓	
Vacation planning	✓	
Export reports to Excel or PDF	✓	✓
Data storage	Microsoft SQL Server / Local	Local Database

Overview

The TimePunch client is used to manage the working times. Depending on the permissions and the product line, only the own working times or the working times of all staff members can be displayed.

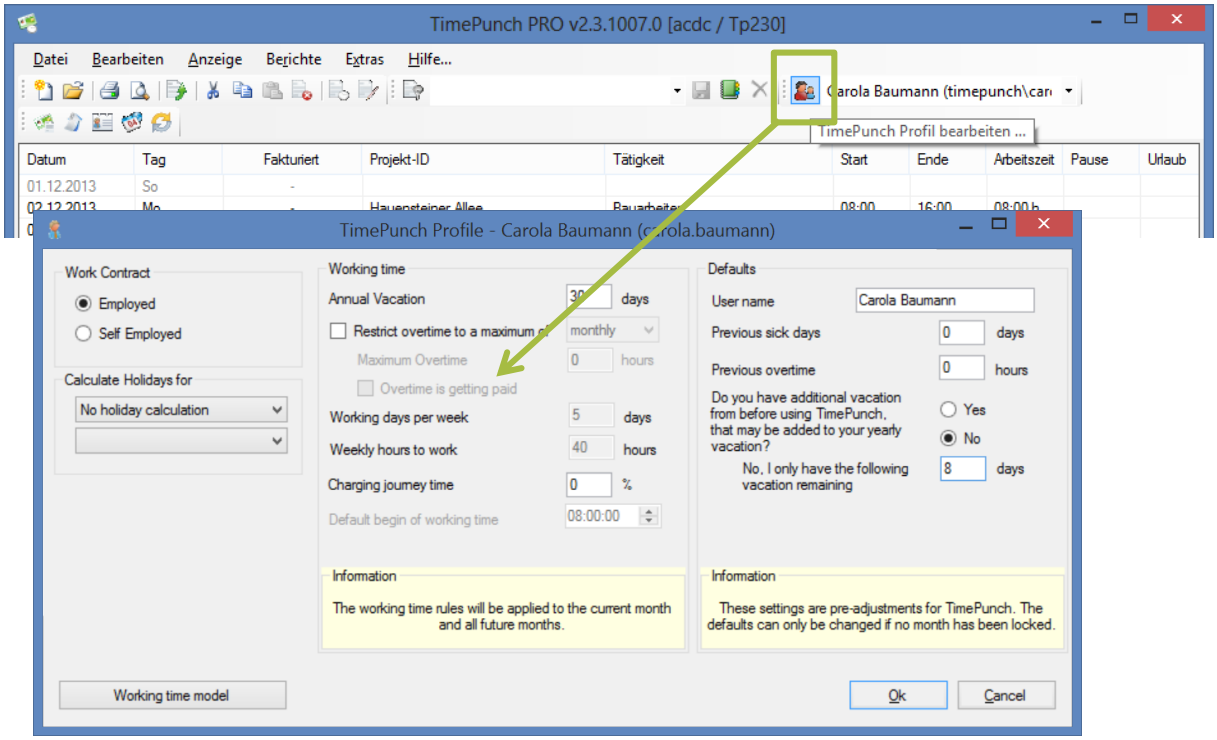
User Interface

The user interface of TimePunch looks like that:



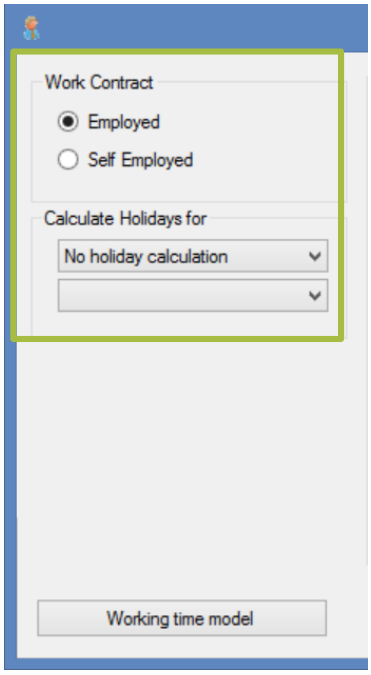
Staff member profile

The staff member must be selected via the member selection drop down in TimePunch PRO. After selecting the member a click to the staff symbol opens the staff member profile dialog.



The dialog consists of three areas – the work contract, the working time and the defaults.

Employment and holiday calculation



The employment defines if overtime and flexitime calculation shall take place. This will only happen for employees. Self-employed people can only track their working times, but no flexitime calculation will take place.

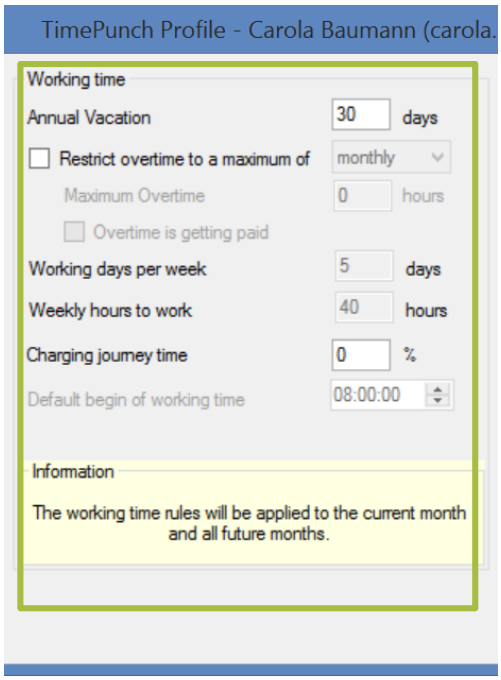
Additionally the country and region for holiday calculation can be defined. If your country or region is missing, it can be added using the Holiday-Editor of TimePunch.

Information:

In TimePunch ONE the employment can't be changed. It can only be used in Self-Employed mode.

Working time settings and annual holidays

Using the working time settings the regular working time and the annual holiday can be defined.



Even if the staff member will start in the mid of the current year, the complete annual holiday must be entered in here. Using the defaults (on the right hand) the amount of holidays that are currently left for the current user can be entered.

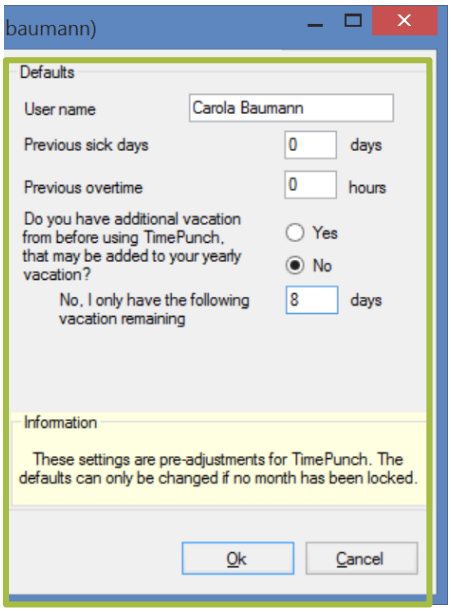
Optional the overtime can be cut if it exceeds a defined amount.

> "Monthly" means that the user can only do a limited overtime per month, but in total without a limitation.
>
> "Cumulative" means that the user can do overtime until the given limit is reached.

The working time that exceeds the limitation will be either cut or paid if the checkbox "overtime is getting paid" marked.

Important: The weekly-hours the user has to work will be calculated by the "working time model" and can therefore not be changed in here.

Previous overtime and remaining leave



Overtime and remaining leave that has its origin before the use of TimePunch can be entered in the defaults.

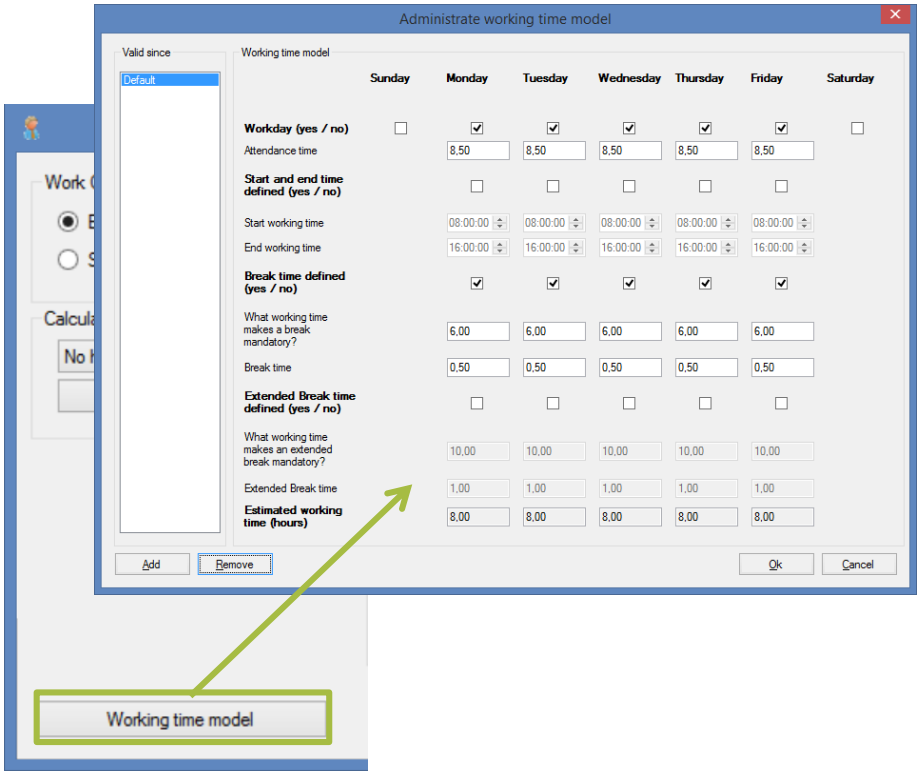
The data needs to be entered only once and is used as the start data of TimePunch. The defaults can be changed if no month end closing took place. After that point no change is possible anymore.

Information: If the staff member starts in the mid of the month with recording his working time, the days until the start must be marked so that they are not used for calculating the flexitime. Further informations in chapter: “TODO”

Working time models

Using the button “working time models” a dialog opens which can be used to edit the working time models.

The default working time model will be used all the time, if no other working time model is available for the staff member.



A new working time model only needs to be created, if a member changes the contract from full to part time or vice versa. The new working time model will be used starting by the given date. Otherwise the default working time model will be used.

The working time model in detail

TimePunch can handle a distinct working time model for each day in the week. The structure of the daily model is always identical for each day - as you will see.

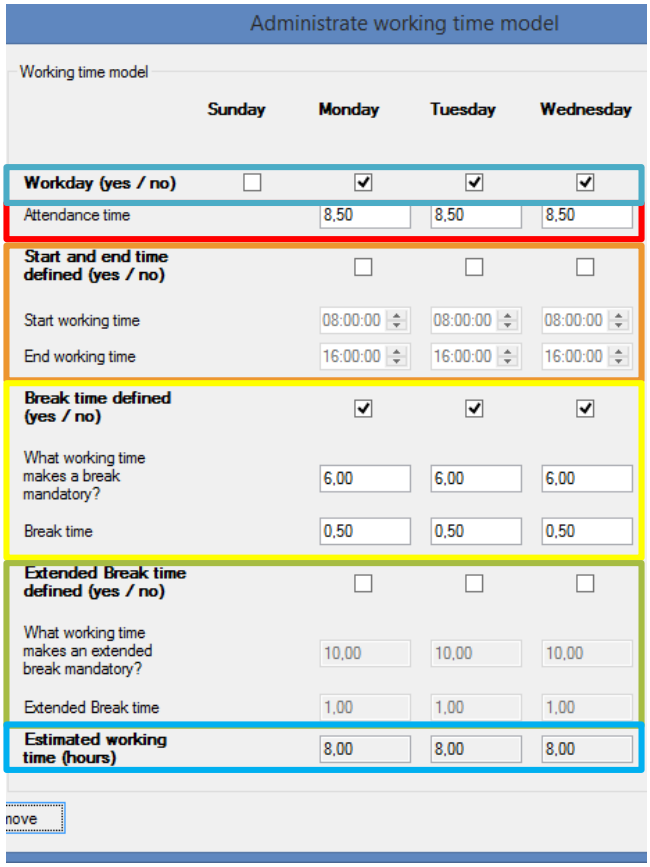
The checkbox workday (yes/no) defines, if the employee has to work at this day.

The attendance time consists of the target hours and the minimum break time. Setting the start -and end time does not influence the flexitime calculation and is only needed for documentation purposes.

By setting the minimum break time, one can define starting from the amount of working time if a break time will be enforced.

By setting the extended break time, a longer break can be enforced if the recorded working time exceeds the defined working time.

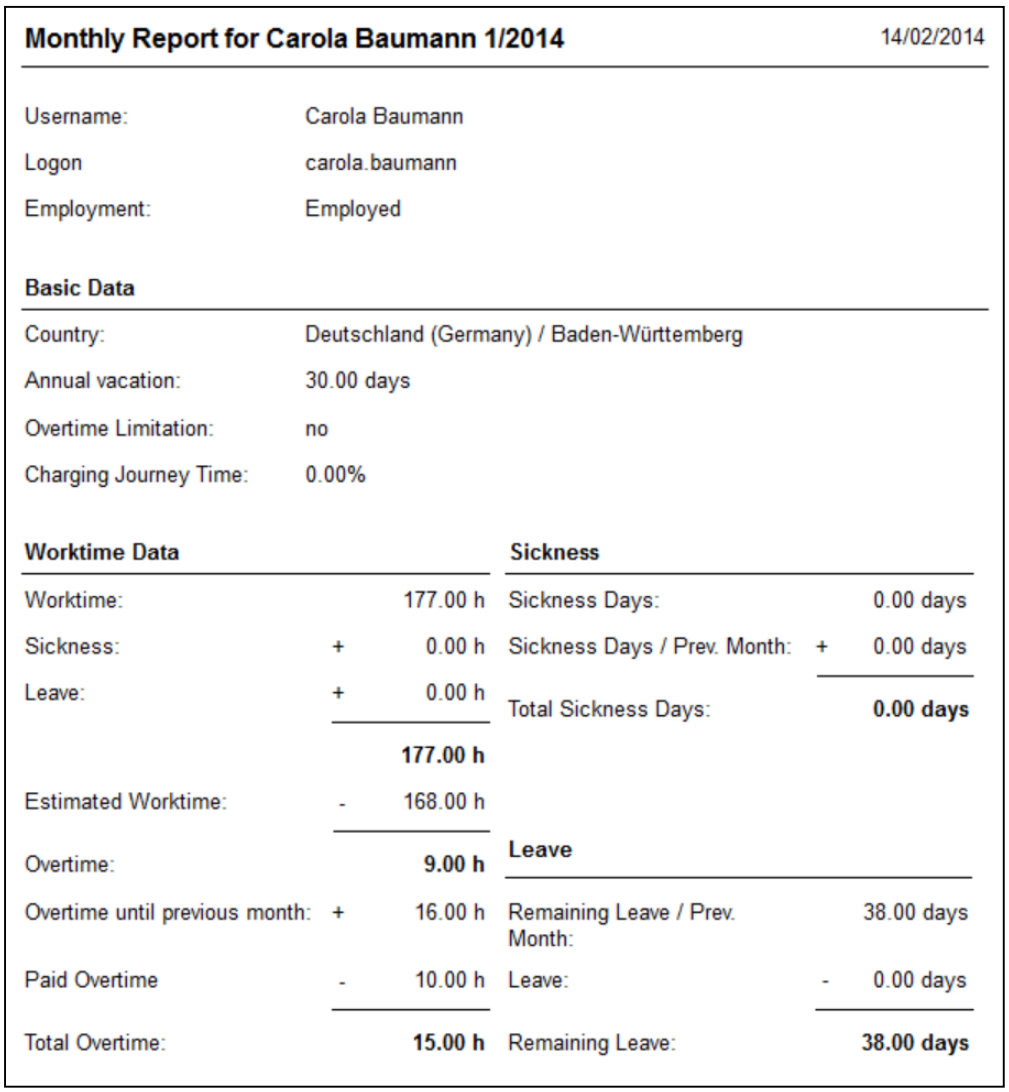
Important: The extended break is not a regular one and will therefore not counted to the target hours.



Employee Monthly Report

It's recommended to create a monthly report for the previous month when the new month starts. This report can then be attached to the personal employee files and can be used as a proof of the working time, flexitime and annual leave.

The report can be accessed by the menu "Reports / Monthly Report" in TimePunch PRO.



Monthly Report for Carola Baumann 1/2014 14/02/2014

Username:	Carola Baumann
Logon	carola.baumann
Employment:	Employed

Basic Data

Country:	Deutschland (Germany) / Baden-Württemberg
Annual vacation:	30.00 days
Overtime Limitation:	no
Charging Journey Time:	0.00%

Worktime Data

Worktime:		177.00 h
Sickness:	+	0.00 h
Leave:	+	0.00 h
		177.00 h
Estimated Worktime:	-	168.00 h
Overtime:		**9.00 h**
Overtime until previous month:	+	16.00 h
Paid Overtime	-	10.00 h
Total Overtime:		**15.00 h**

Sickness

Sickness Days:		0.00 days
Sickness Days / Prev. Month:	+	0.00 days
Total Sickness Days:		**0.00 days**

Leave

Remaining Leave / Prev. Month:		38.00 days
Leave:	-	0.00 days
Remaining Leave:		**38.00 days**

Employee overview and displaying the current working time models

Using the report “Employee Overview” the working time models of the employees can be printed out. Additionally one get an overview of the current remaining leave and the cumulated overtime of the employees.

That makes it easier searching for discrepancies regarding the working time models.

Employee Overview 1/2014 - 1/2014

14.02.2014

Employee Overview

Month 1/2014

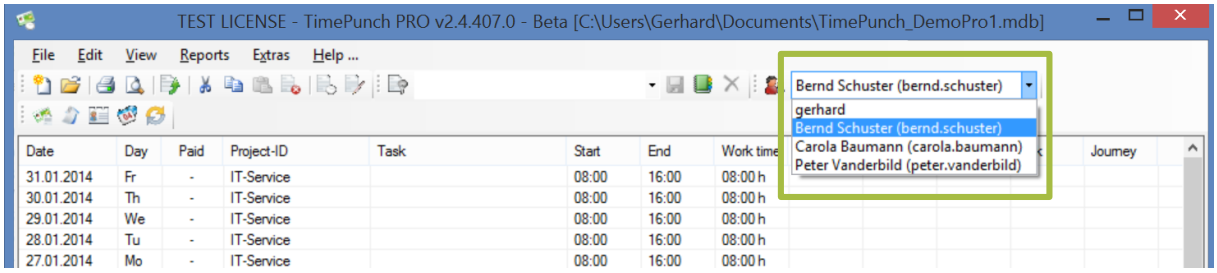
Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours	Workdays	Annual holidays	Rem. Leave	Sick days	Total Overtime
Bernd Schuster	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0,00	n/a	0,00	n/a
Carola Baumann	-	8,00	8,00	8,00	8,00	8,00	-	40,00	5	0,00	38,00	0,00	15,00
Peter Vanderbild	-	8,00	8,00	8,00	8,00	8,00	-	40,00	5	0,00	30,00	0,00	70,00

Page 1 of 1

Information: For self-employed staff members no working-time-model is stored. This will be shown with an “n/a” (not applicable) in the employee overview.

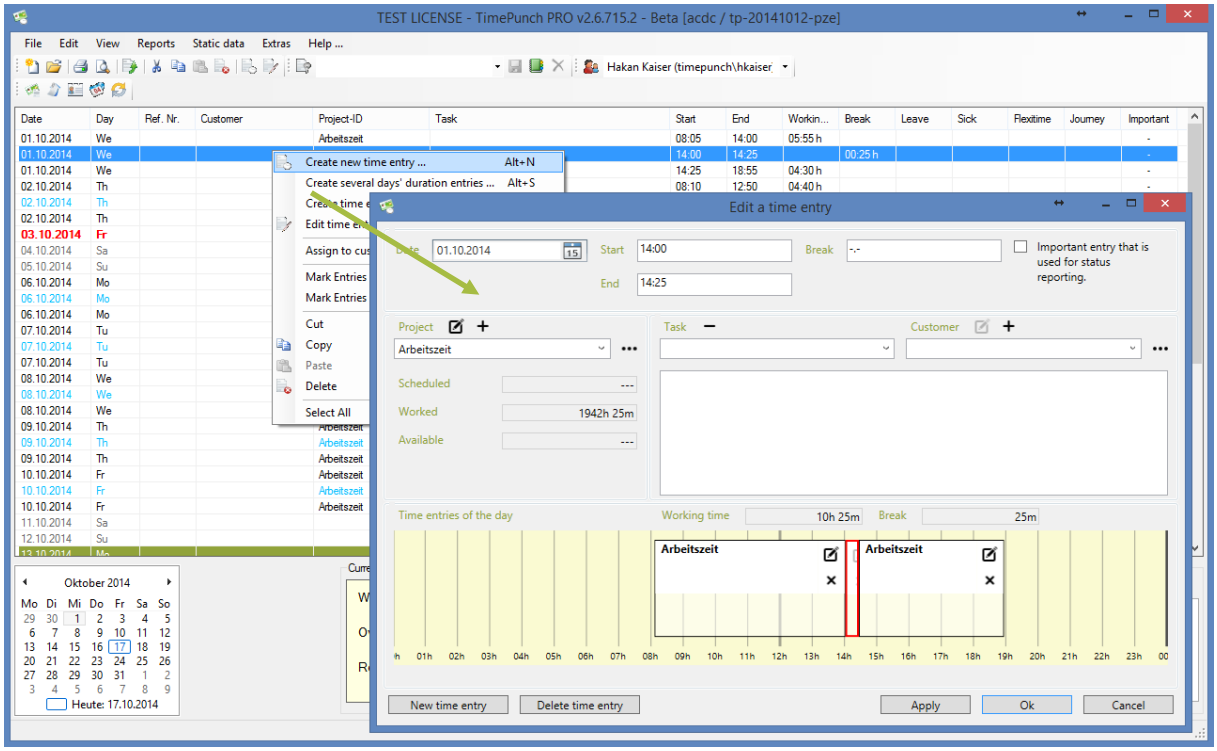
Enter new time-entries and edit existing

In order to amend the time-entries of a staff member, one has to select the member in the member list of TimePunch PRO.


TEST LICENSE - TimePunch PRO v2.4.407.0 - Beta [C:\Users\Gerhard\Documents\TimePunch_DemoPro1.mdb]
File Edit View Reports Extras Help ...
Bernd Schuster (bernd.schuster)
gerhard
Bernd Schuster (bernd.schuster)
Carola Baumann (carola.baumann)
Peter Vanderbild (peter.vanderbild)
Date Day Paid Project-ID Task Start End Work time Journey
31.01.2014 Fr - IT-Service 08:00 16:00 08:00 h
30.01.2014 Th - IT-Service 08:00 16:00 08:00 h
29.01.2014 We - IT-Service 08:00 16:00 08:00 h
28.01.2014 Tu - IT-Service 08:00 16:00 08:00 h
27.01.2014 Mo - IT-Service 08:00 16:00 08:00 h

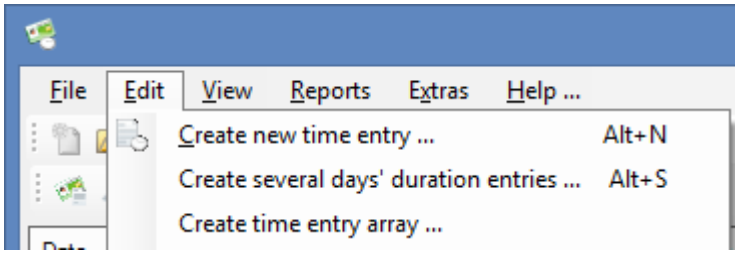
Edit time-entries / create new one

With a double click to a time entry it can be modified. With a right click to it, it opens the context menu in which one can choose a command to create or edit a time entry.



Differences: Time entry, several days' duration entries, time entry array

In TimePunch time entries can be created different ways. The menu offers three possibilities in order to create time entries.



Create new time entry

Using this feature a single time-entry can be created. The time entry starts and ends at the same day.

Create several days' duration entries

Several days' duration entries don't use a start or end time, but a daytime like morning, midday or evening.

The concrete start and end time will be taken from the working time model. This makes it easy to enter leave or sick times.

Certainly the start and end date can also be the same.

Create time entry array

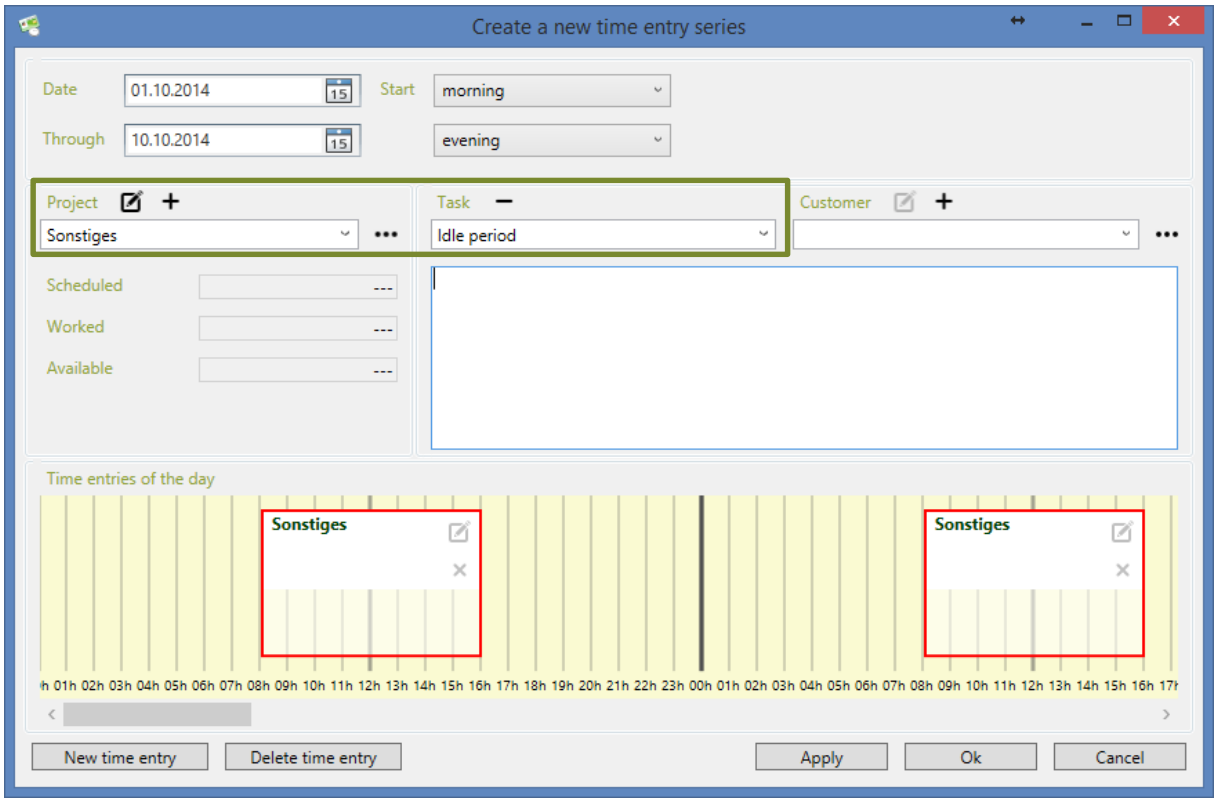
A time entry array consists of time entries that repeat over the given time frame.

In opposite to the several days' duration entries, a concrete start and end-time must be set.

Special case: employee starts in mid-month

TimePunch always takes the complete month in order to calculate the flexitime. If therefore an employee starts in mid-month the working time until the current start day has to be marked as “idle-period”. This is necessary because otherwise the missing entries will be calculated as missing hours.

In order to create an idle-period one can create a new time-entry series. The default project “other” contains a task called “idle-period”.

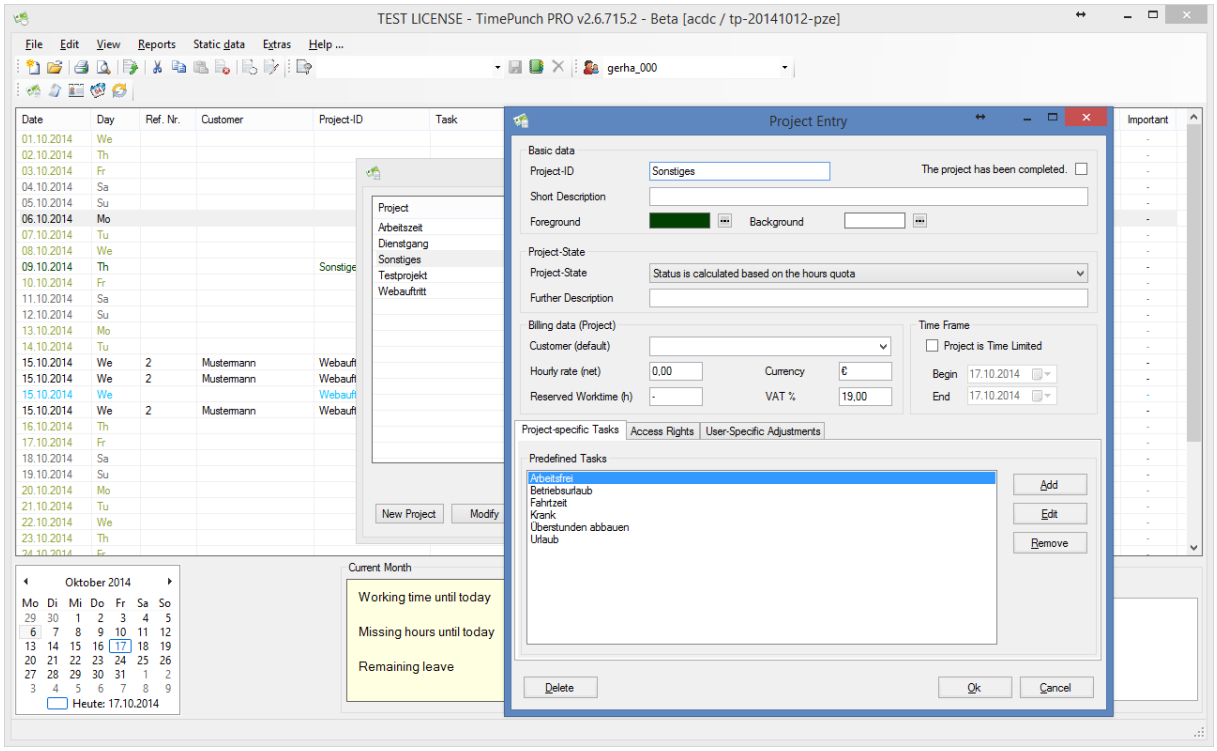


Additional special-cases that need manual entries

Manual entries (e.g. entries that cannot automatically recorded by the TimePunch Watcher or the RFID employee ID card) must be created for the following situations. Those entries must be entered by the staff member himself (if he/she has the proper permissions) or by the personnel-office.

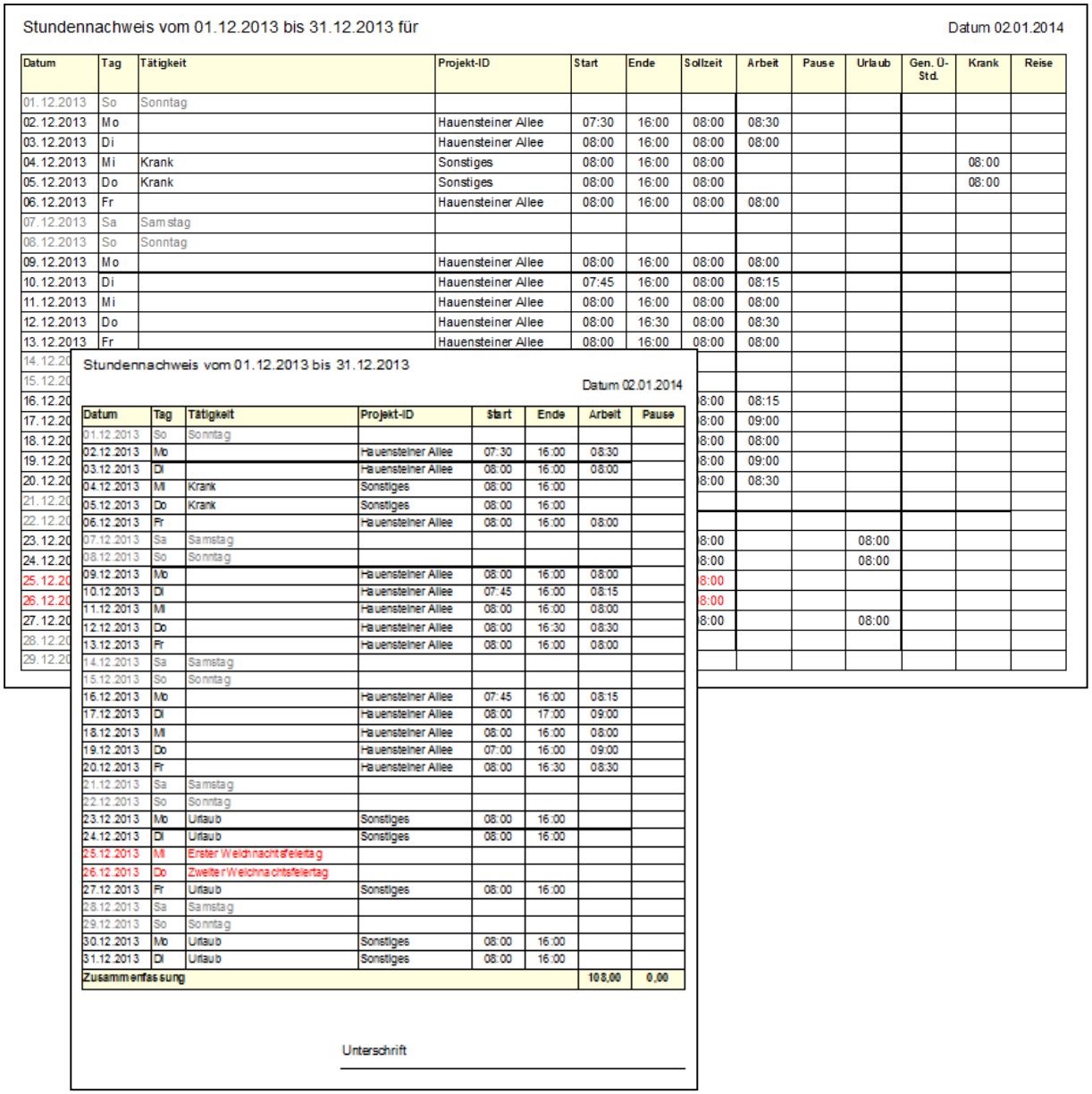
Special-case	Description
idle period	Used mainly to define the time frame from beginning of the month until the beginning of an employee's work. If those entries are missing, the time will be recorded as absence time for the employee.
annual plant shutdown	The annual plant shutdown does not reduce the annual leave of the employee.
driving time	The driving time can be added to the working time depending on the employees TimePunch Profile. Without changing the profile the driving time will be summed up at its own.
sick	You can record the illness-related absenteeism with this type of entry.
overtime compensation	This entry is used to reduce overtime by holiday. With the help of this type of entry, the planned overtime can be logged.
leave	Holiday bookings will reduce the annual leave of the employee.

More entry types can be freely defined in the project dialog at "Master data / projects / other" with the help of the tasks.



Time sheets

The time sheet can be printed out in two versions. The standard version with all columns used to print out at a Din A4 paper in landscape mode. And a short version that only contains the most important columns. This version is optimized for print out at Din A4 paper in portrait mode.



Stundennachweis vom 01.12.2013 bis 31.12.2013 für

Datum 02.01.2014

Datum	Tag	Tätigkeit	Projekt-ID	Start	Ende	Sollzeit	Arbeit	Pause	Urlaub	Gen. Ü-Std.	Krank	Reise
01.12.2013	So	Sonntag										
02.12.2013	Mo		Hauensteiner Allee	07:30	16:00	08:00	08:30					
03.12.2013	Di		Hauensteiner Allee	08:00	16:00	08:00	08:00					
04.12.2013	Mi	Krank	Sonstiges	08:00	16:00	08:00					08:00	
05.12.2013	Do	Krank	Sonstiges	08:00	16:00	08:00					08:00	
06.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	08:00					
07.12.2013	Sa	Samstag										
08.12.2013	So	Sonntag										
09.12.2013	Mo		Hauensteiner Allee	08:00	16:00	08:00	08:00					
10.12.2013	Di		Hauensteiner Allee	07:45	16:00	08:00	08:15					
11.12.2013	Mi		Hauensteiner Allee	08:00	16:00	08:00	08:00					
12.12.2013	Do		Hauensteiner Allee	08:00	16:30	08:00	08:30					
13.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	08:00					
14.12.20												
15.12.20												
16.12.20							8:00	08:15				
17.12.20							8:00	09:00				
18.12.20							8:00	08:00				
19.12.20							8:00	09:00				
20.12.20							8:00	08:30				
21.12.20												
22.12.20												
23.12.20							8:00			08:00		
24.12.20							8:00			08:00		
25.12.20							8:00					
26.12.20							8:00					
27.12.20							8:00			08:00		
28.12.20												
29.12.20												

Stundennachweis vom 01.12.2013 bis 31.12.2013

Datum 02.01.2014

Datum	Tag	Tätigkeit	Projekt-ID	Start	Ende	Arbeit	Pause
01.12.2013	So	Sonntag					
02.12.2013	Mo		Hauensteiner Allee	07:30	16:00	08:30	
03.12.2013	Di		Hauensteiner Allee	08:00	16:00	08:00	
04.12.2013	Mi	Krank	Sonstiges	08:00	16:00		
05.12.2013	Do	Krank	Sonstiges	08:00	16:00		
06.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	
07.12.2013	Sa	Samstag					
08.12.2013	So	Sonntag					
09.12.2013	Mo		Hauensteiner Allee	08:00	16:00	08:00	
10.12.2013	Di		Hauensteiner Allee	07:45	16:00	08:15	
11.12.2013	Mi		Hauensteiner Allee	08:00	16:00	08:00	
12.12.2013	Do		Hauensteiner Allee	08:00	16:30	08:30	
13.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	
14.12.2013	Sa	Samstag					
15.12.2013	So	Sonntag					
16.12.2013	Mo		Hauensteiner Allee	07:45	16:00	08:15	
17.12.2013	Di		Hauensteiner Allee	08:00	17:00	09:00	
18.12.2013	Mi		Hauensteiner Allee	08:00	16:00	08:00	
19.12.2013	Do		Hauensteiner Allee	07:00	16:00	09:00	
20.12.2013	Fr		Hauensteiner Allee	08:00	16:30	08:30	
21.12.2013	Sa	Samstag					
22.12.2013	So	Sonntag					
23.12.2013	Mo	Urlaub	Sonstiges	08:00	16:00		
24.12.2013	Di	Urlaub	Sonstiges	08:00	16:00		
25.12.2013	Mi	Erster Weihnachtsfeiertag					
26.12.2013	Do	Zweiter Weihnachtsfeiertag					
27.12.2013	Fr	Urlaub	Sonstiges	08:00	16:00		
28.12.2013	Sa	Samstag					
29.12.2013	So	Sonntag					
30.12.2013	Mo	Urlaub	Sonstiges	08:00	16:00		
31.12.2013	Di	Urlaub	Sonstiges	08:00	16:00		
Zusammenfassung						168,00	0,00

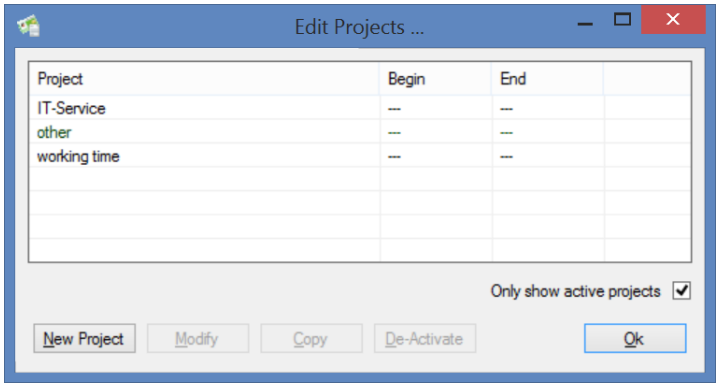
Unterschrift

Projects and tasks

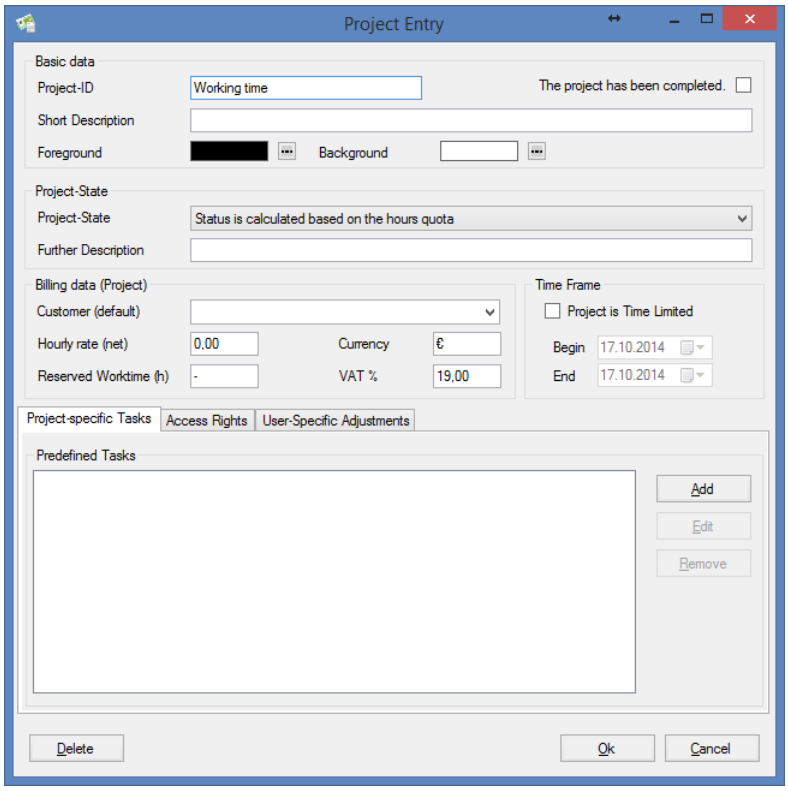
In TimePunch time entries can be applied to a project and a task. The following pages describes how to manage those in TimePunch.

Creating projects and edit

Using the menu item “Master data / projects” all defined projects will be shown. Inactive projects will be hidden by default, but can be shown by deactivating the checkbox “Only show active projects”.



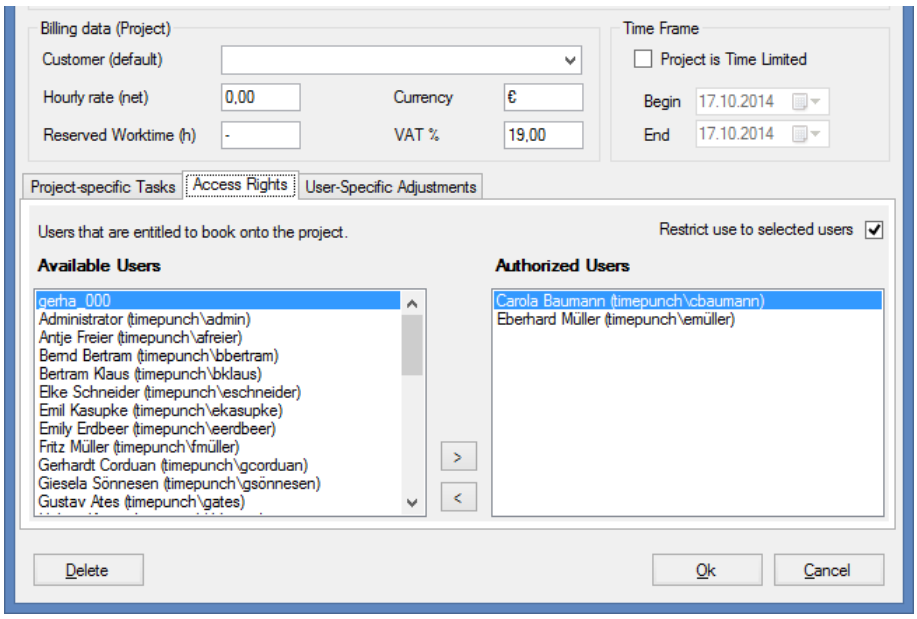
At this dialog new projects can be created and existing projects can be edited with a double click.



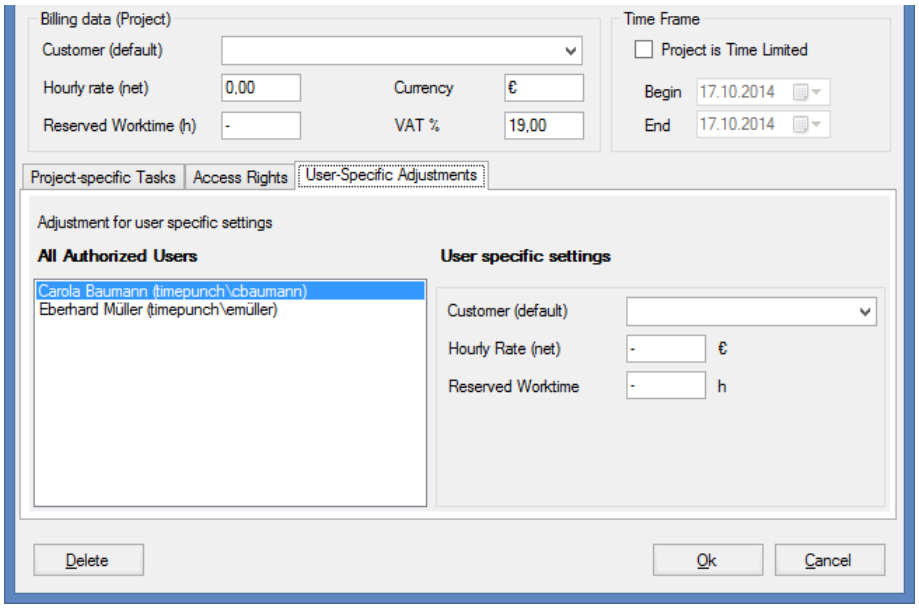
At this dialog project specific tasks can be created by using the “add” button.

Access rights and user specific adjustments

In order to keep the project list for the single project member clean, the access rights for projects can be handled at user level.



The same is also true for user specific adjustments. At this page the hourly work rate and the maximum amount of project hours per member can be defined.



Project Budgets

For every project it's possible to define it's own project budget within TimePunch. This defines the work time budget for the project pool and/or the single staff member.

Project pool

The project pool contains all staff members that are allowed to book on the project and which do not own an exclusive work time budget. That are all members for whom no time budget has been defined.

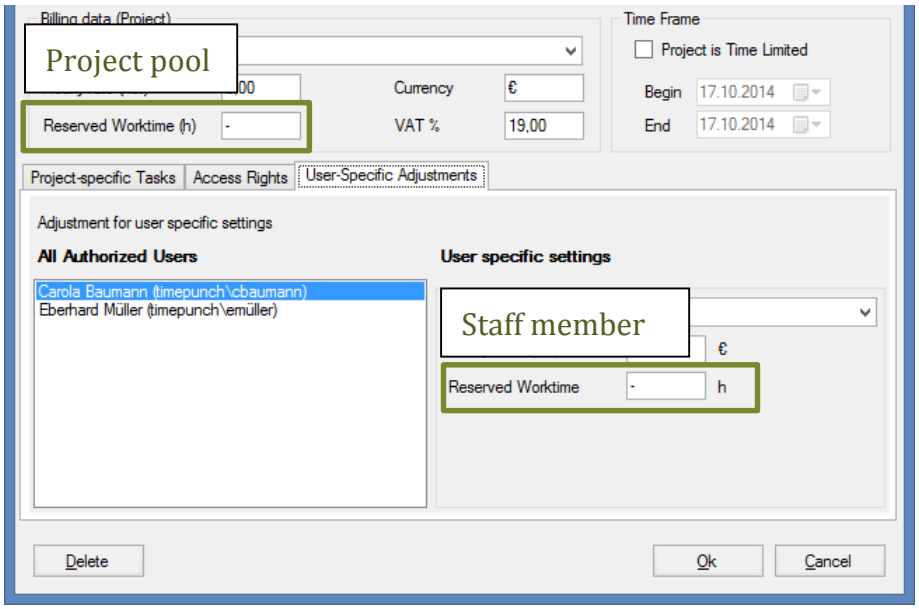
The work time budget that can be defined at the project dialog directly, is the maximum work time for the project pool. By default all employees share the same project budget.

Staff members

The work time budget for a single staff member can be defined at user specific adjustments. This work time budget is assigned to the staff member exclusively and can only be used by him or herself.

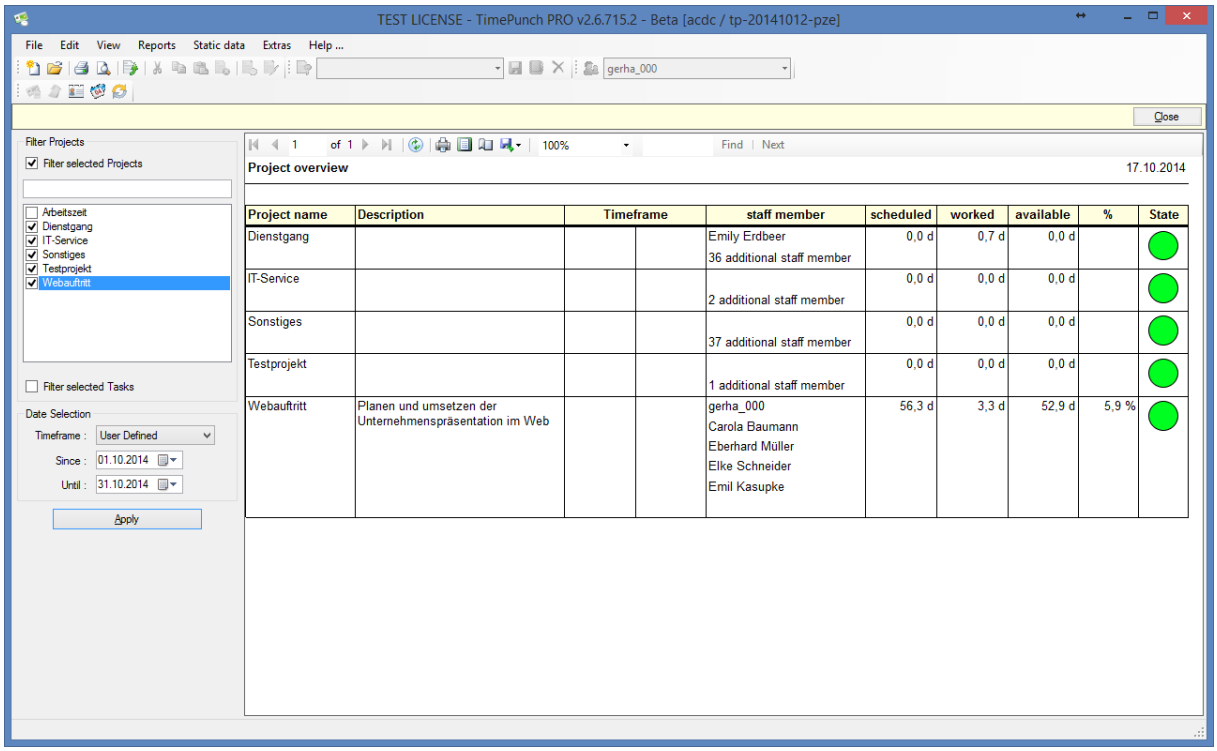
Total budget

The total project budget is the combined project pool budget plus the work time of the staff members.



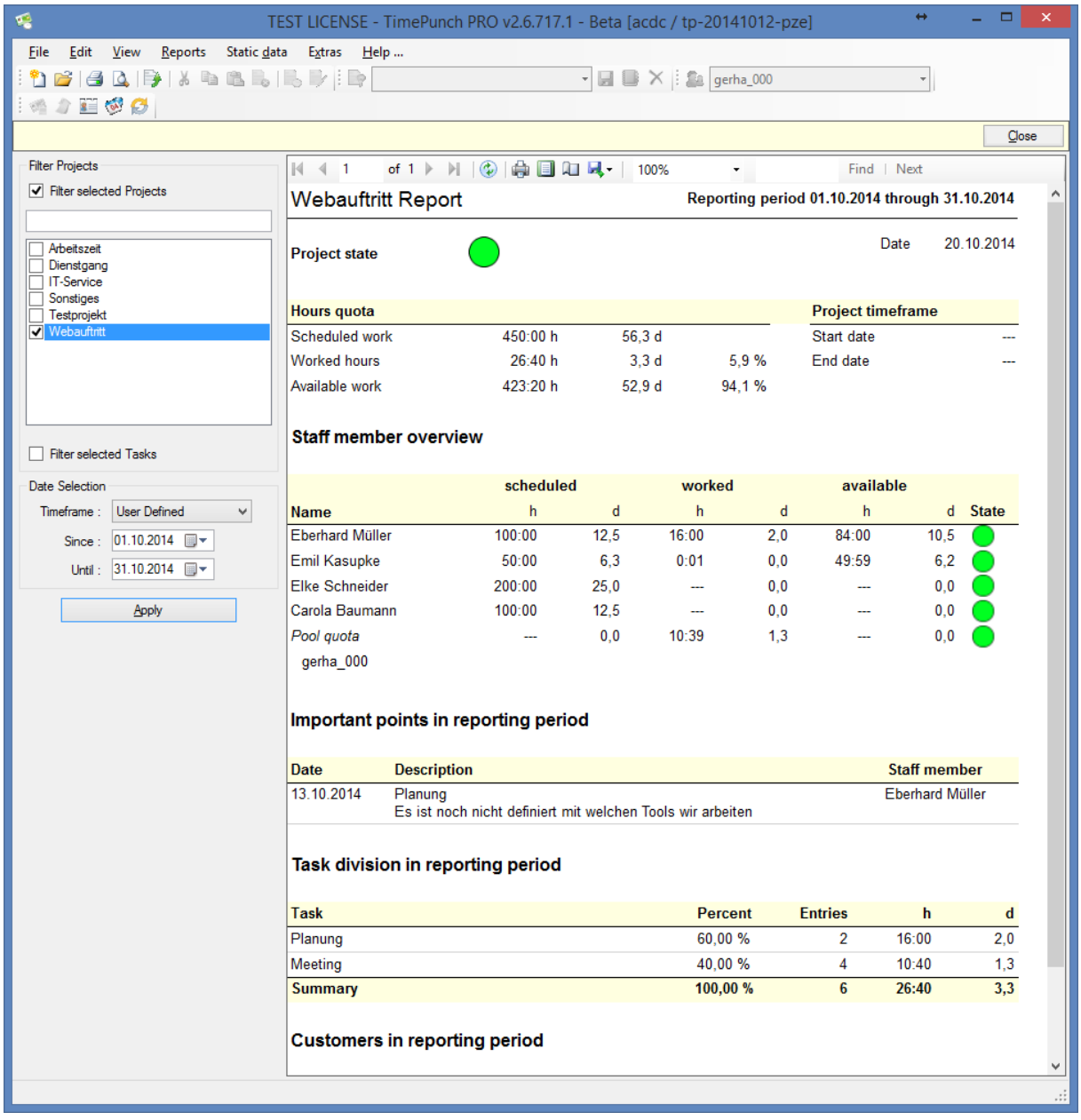
Project overview

The projects are evaluated on the report "Project overview" and "Project report". The project overview provides the status of all projects, the total number of hours, as well as an overview of the remaining hours of the project.



Project name	Description	Timeframe		staff member	scheduled	worked	available	%	State
Dienstgang				Emily Erdbeer 36 additional staff member	0,0 d	0,7 d	0,0 d		
IT-Service				2 additional staff member	0,0 d	0,0 d	0,0 d		
Sonstiges				37 additional staff member	0,0 d	0,0 d	0,0 d		
Testprojekt				1 additional staff member	0,0 d	0,0 d	0,0 d		
Webauftritt	Planen und umsetzen der Unternehmenspräsentation im Web			gerha_000 Carola Baumann Eberhard Müller Elke Schneider Emil Kasupke	56,3 d	3,3 d	52,9 d	5,9 %	

A detailed report of all total hours and the hours worked during the reporting period are offered by the project report.

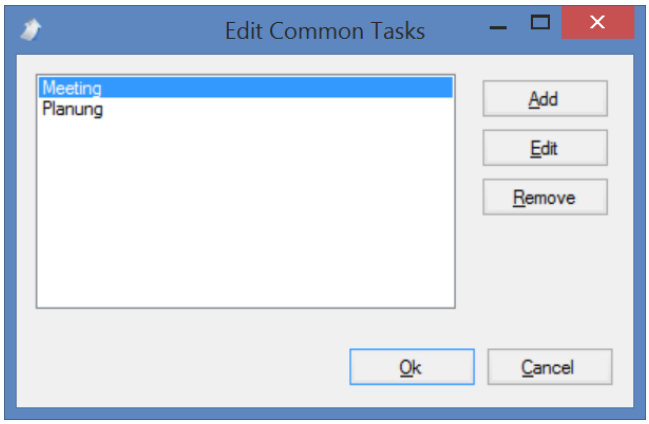

TEST LICENSE - TimePunch PRO v2.6.717.1 - Beta [acdc / tp-20141012-pze]
File Edit View Reports Static data Extras Help ...
gerha_000
Close
Filter Projects
Filter selected Projects
Arbeitszeit
Dienstgang
IT-Service
Sonstiges
Testprojekt
Webauftritt
Filter selected Tasks
Date Selection
Timeframe : User Defined
Since : 01.10.2014
Until : 31.10.2014
Apply
1 of 1 100% Find Next
Webauftritt Report
Reporting period 01.10.2014 through 31.10.2014
Project state
Date 20.10.2014
Hours quota
Scheduled work 450:00 h 56,3 d
Worked hours 26:40 h 3,3 d 5,9 %
Available work 423:20 h 52,9 d 94,1 %
Project timeframe
Start date ---
End date ---
Staff member overview
scheduled worked available
Name h d h d h d State
Eberhard Müller 100:00 12,5 16:00 2,0 84:00 10,5
Emil Kasupke 50:00 6,3 0:01 0,0 49:59 6,2
Elke Schneider 200:00 25,0 --- 0,0 --- 0,0
Carola Baumann 100:00 12,5 --- 0,0 --- 0,0
Pool quota --- 0,0 10:39 1,3 --- 0,0
gerha_000
Important points in reporting period
Date Description Staff member
13.10.2014 Planung
Es ist noch nicht definiert mit welchen Tools wir arbeiten
Eberhard Müller
Task division in reporting period
Task Percent Entries h d
Planung 60,00 % 2 16:00 2,0
Meeting 40,00 % 4 10:40 1,3
Summary 100,00 % 6 26:40 3,3
Customers in reporting period

A very strong feature is the point "Important points in the reporting period". Here everyone simply can mark a time entry as important and thus is pinning the point on the project report.

Common Tasks

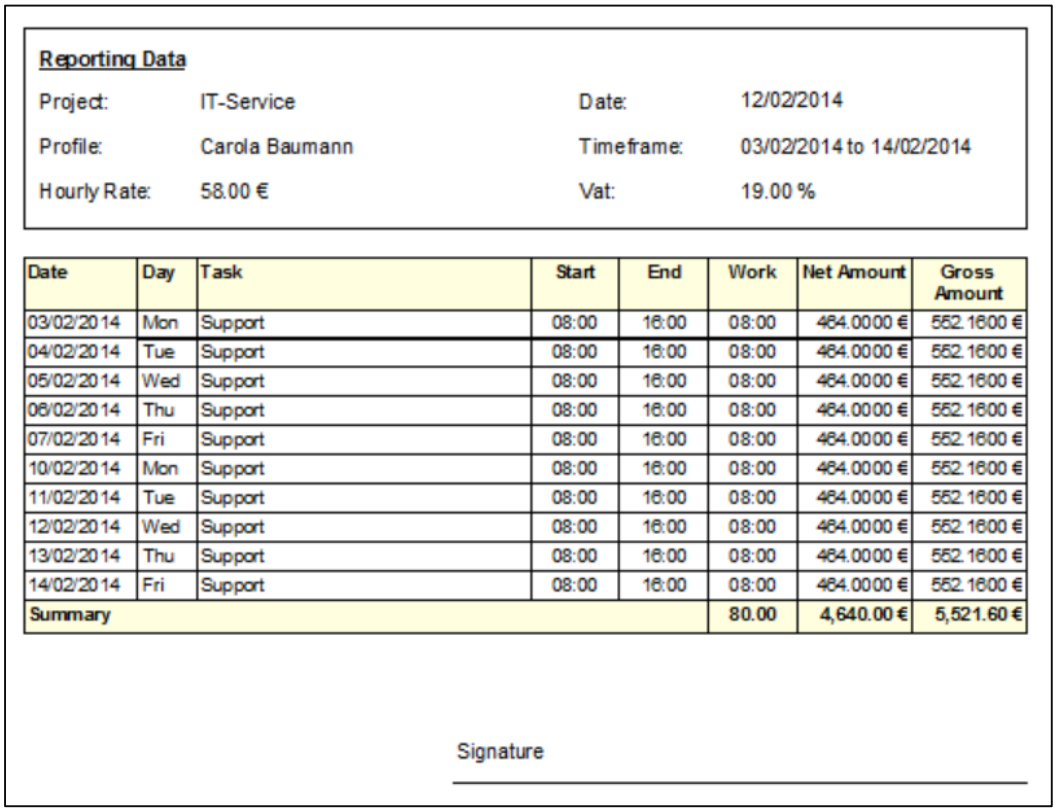
If tasks are used in every project, they can be treated as common tasks in TimePunch. Those tasks are useable in every project and therefore need not be created as a new task within the project.

Using the menu “Master data / Common Tasks” the following dialog will be shown.



Detailed Project Accounting

The report “Detailed Project Accounting” has been designed as a special report for users who need to show the project hours to their customer. The report can be accessed in menu “Reports”.´



Reporting Data

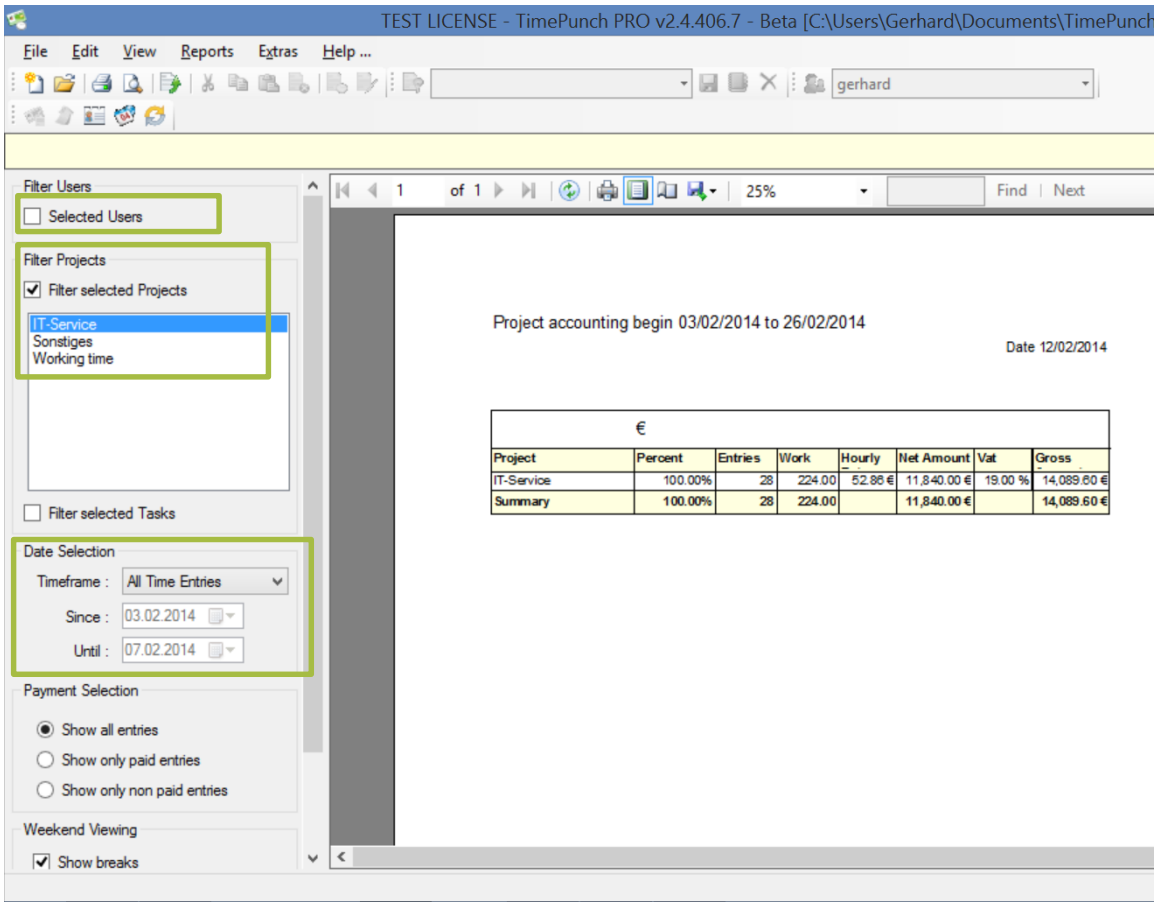
Project:	IT-Service	Date:	12/02/2014
Profile:	Carola Baumann	Timeframe:	03/02/2014 to 14/02/2014
Hourly Rate:	58.00 €	Vat:	19.00 %

Date	Day	Task	Start	End	Work	Net Amount	Gross Amount
03/02/2014	Mon	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
04/02/2014	Tue	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
05/02/2014	Wed	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
06/02/2014	Thu	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
07/02/2014	Fri	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
10/02/2014	Mon	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
11/02/2014	Tue	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
12/02/2014	Wed	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
13/02/2014	Thu	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
14/02/2014	Fri	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
Summary					**80.00**	**4,640.00 €**	**5,521.60 €**

Signature

Project calculation

For helping the project office we developed the report ‘Project accounting’ and ‘Project accounting per User’. Using this reports; one can evaluate how many hours in total have been booked for a project.



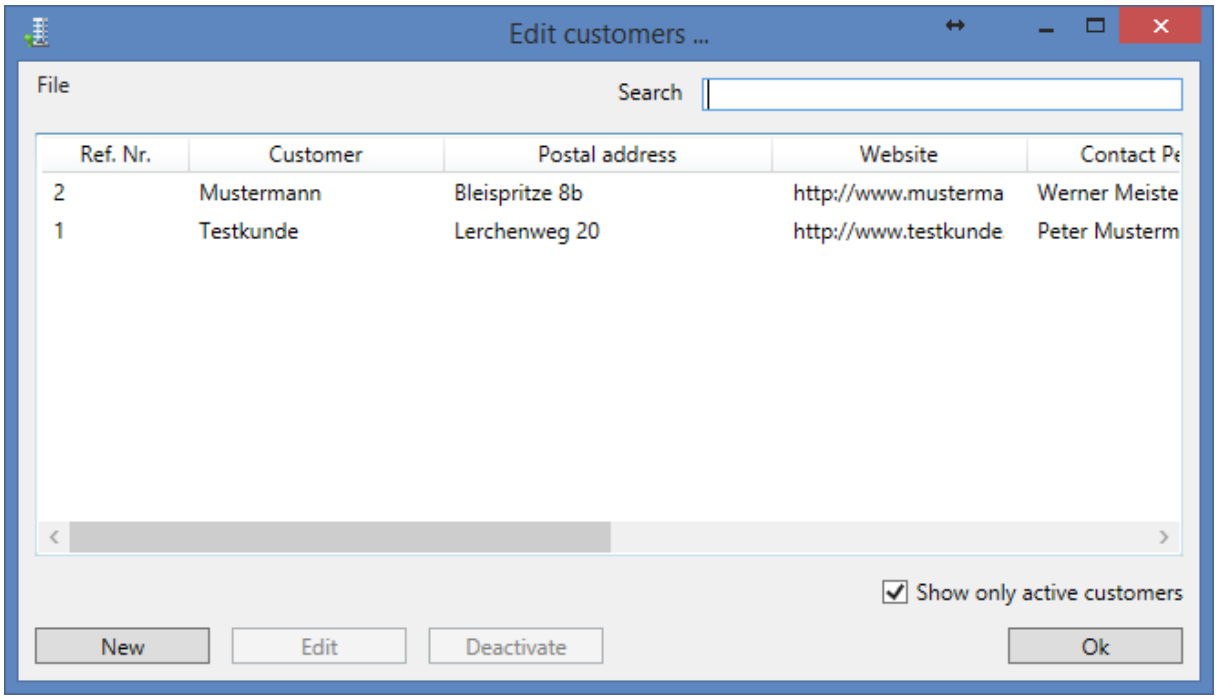
In order to show the complete project times, the following settings need to be set up.

- The checkbox “Selected Users” may not be checked in order to query all users.
- The project to query must be selected.
- The Date Selection should be set to “All Time Entries” in order to get all project bookings that have been made so far.

Customer management

TimePunch provides the ability to assign time entries to different customers. This allows a customized accounting of hours worked.

Therefor it`s necessary to store the customer data in TimePunch. The customer data is maintained via the menu “Master data / customer".



Import and export customer data

Within the master data the customer can be imported and exported by using the menu called “File”.

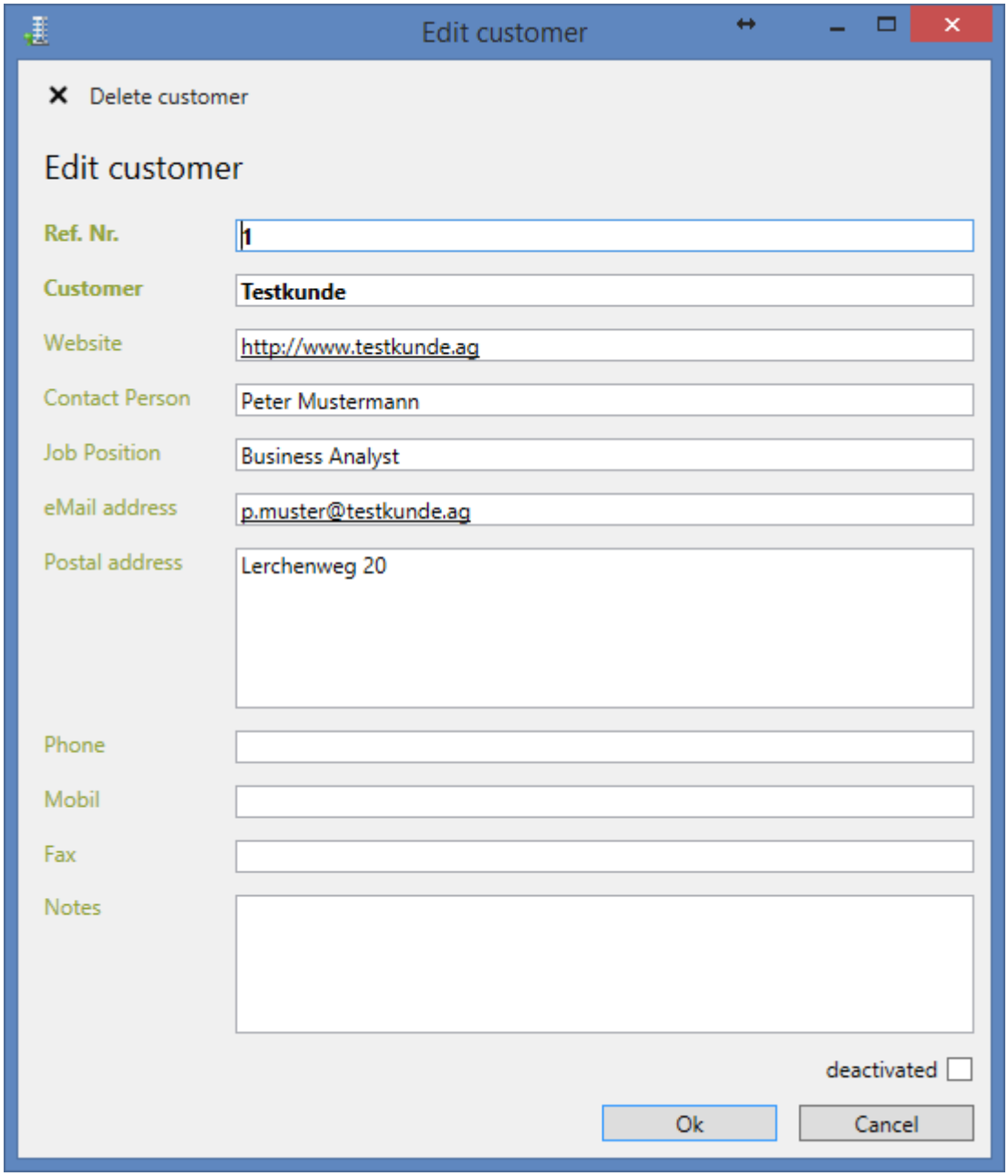
This happens mainly by importing and exporting CSV files. For the import it will be supposed that the first row contains the column title. The title defines the content of the column. The column order and completeness is not important as long the both mandatory fields “Ref. Nr.” and “Customer” are filled.

Hint: The easiest way to create an import template is to export a set of test data using "file / customers export" and save as CSV file.

Manually create and edit customer data

Within the master data the customer data can be created with “New” and amended with the “Edit” button.

Both will open the following dialog where the customer data can be entered manually.



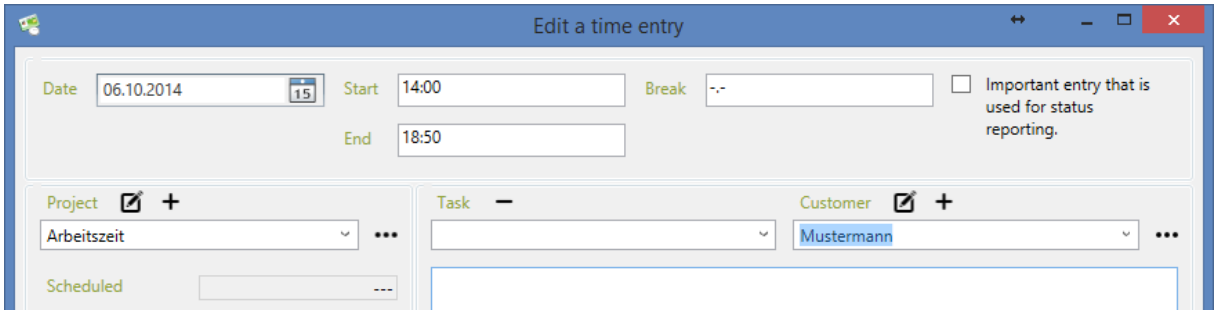
The mandatory fields “Ref. Nr.” and “Customer” must be filled at least in order to store the customer.

Assign time entries to a customer

There are various ways to assign time entries to a customer.

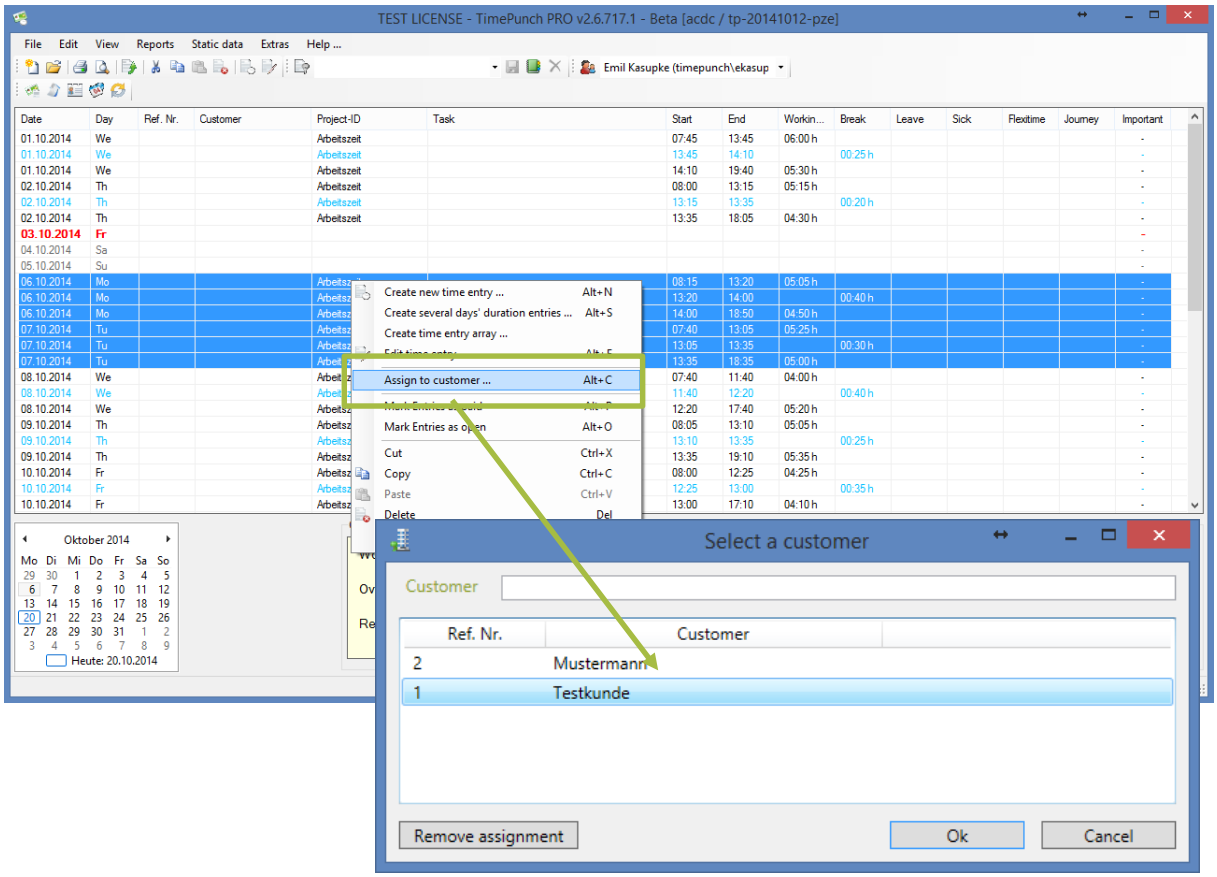
Assign a customer when editing a time entry

Within the edit dialog of a time entry, a customer can be assigned to the time entry.



Assign a customer to multiple time entries

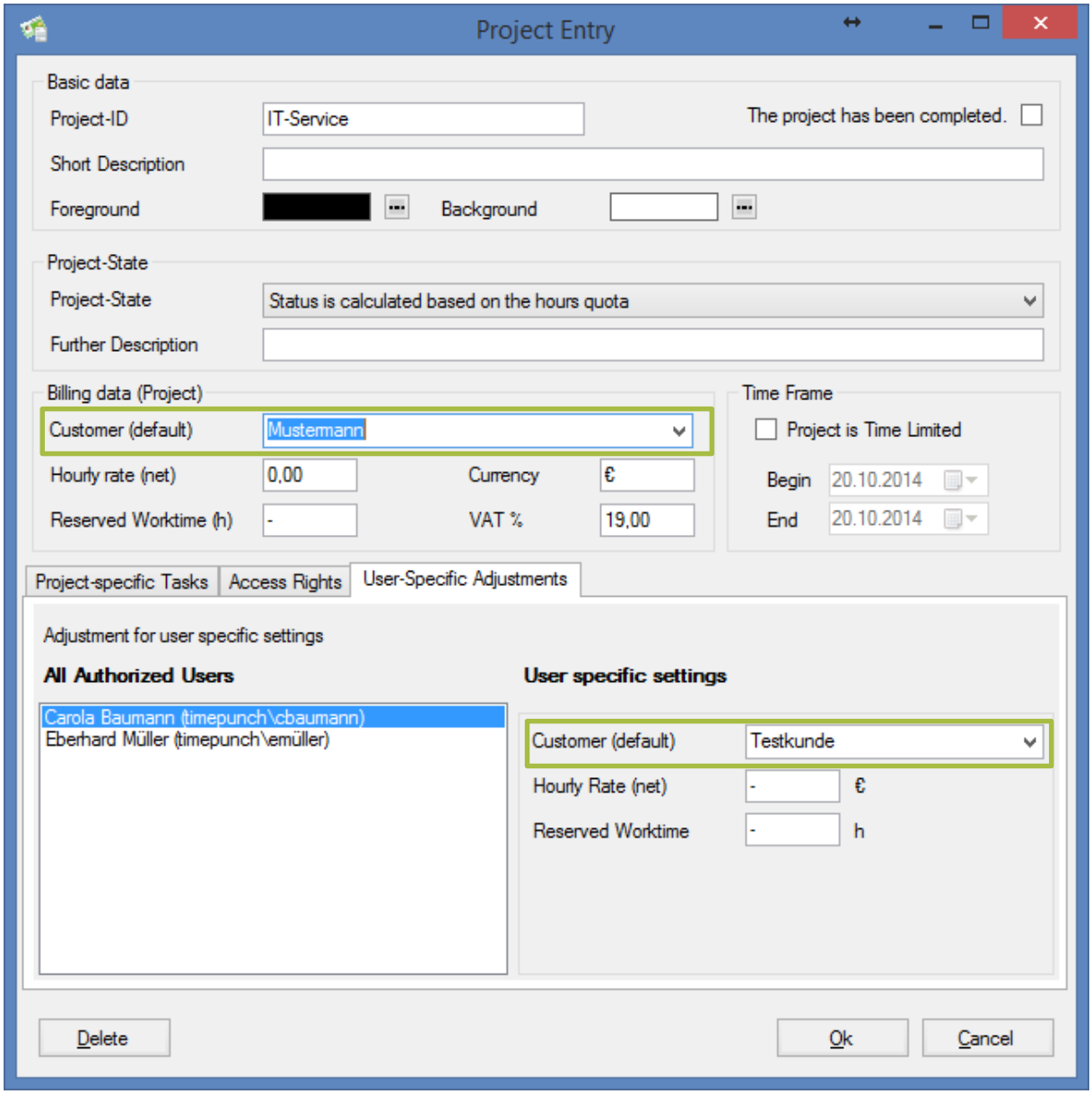
To assign a customer to multiple entries, those entries must be marked in TimePunch. Then the customer can be assigned by choosing “Assign to customer” in the context menu.



Directly assign a customer to a project

In addition to the possible assignment of a customer after recording the time entry, a customer can also be assigned to a project directly in forehand.

This can be handled in the dialog to edit project (see project management)



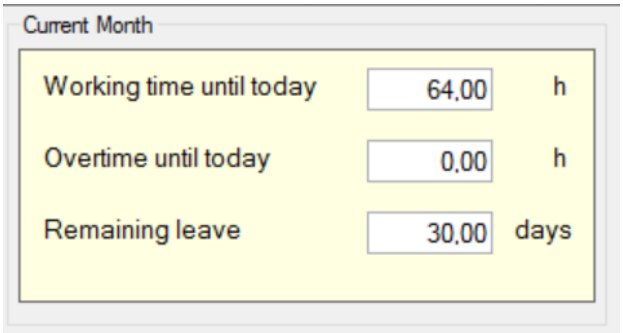
This mapping can be adjusted later. However, it serves by default for new time entries.

Flexitime calculation

At the following pages the flexitime calculation will be described. Also it will be shown how the calculation can be corrected, if needed.

Showing the current month data

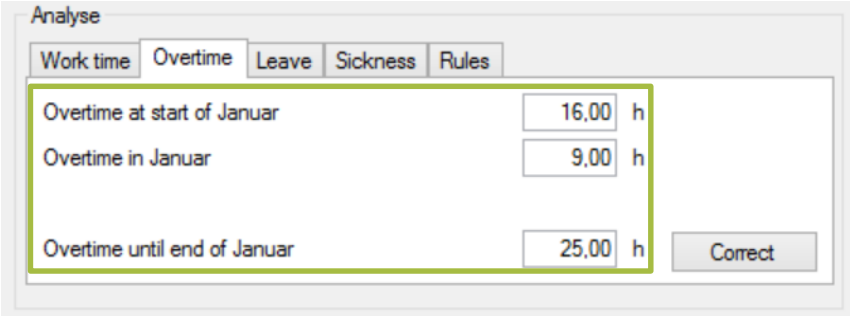
In the current month, the working time, the overtime and the remaining leave will be shown in a separate information window. This window is placed in the middle of the TimePunch Window at the lower border.



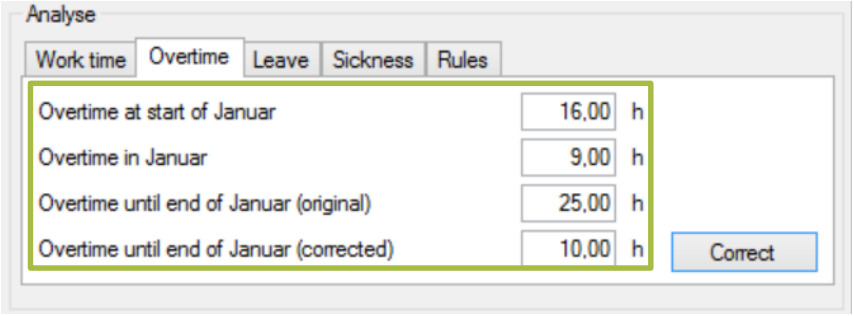
The working time will be displayed up to the current date. That is also true for the cumulated overtime. It's important to know that the displayed overtime includes the working time of the current day.

Analysing the overtime in the current month

The overtime per user can be displayed in the analyse window (lower right). At this place the overtime at the beginning of the month, the overtime within the month and the overtime at the end of the month will be displayed.



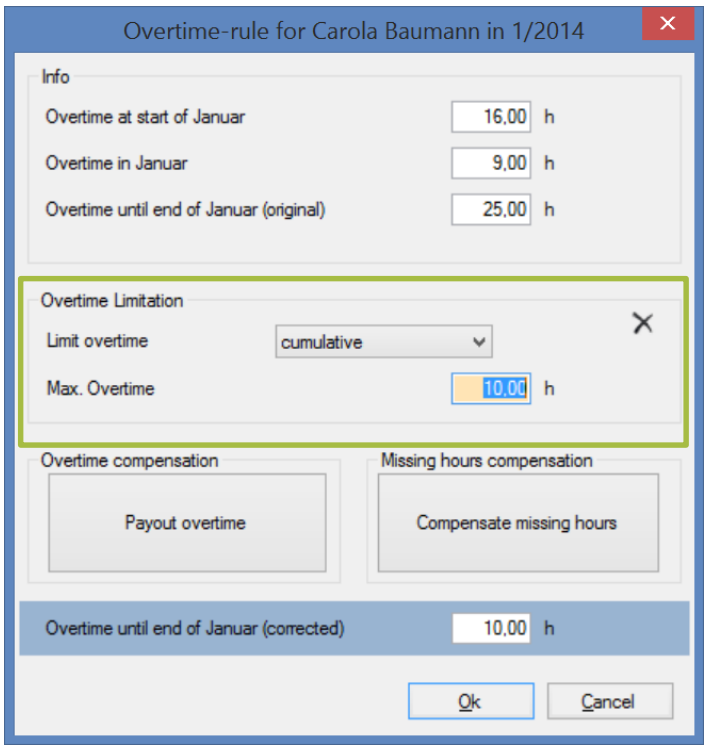
If a correction took place in form of overtime payment or overtime restriction, the original overtime and also the corrected overtime will be displayed.



Limit overtime in month

Additionally to the applied overtime rules of the given user Profile can be amended in every month separately. Using the button “correct” the overtime can be amended.

In order to limit the overtime one has to choose “Limit overtime” in the upcoming dialog.

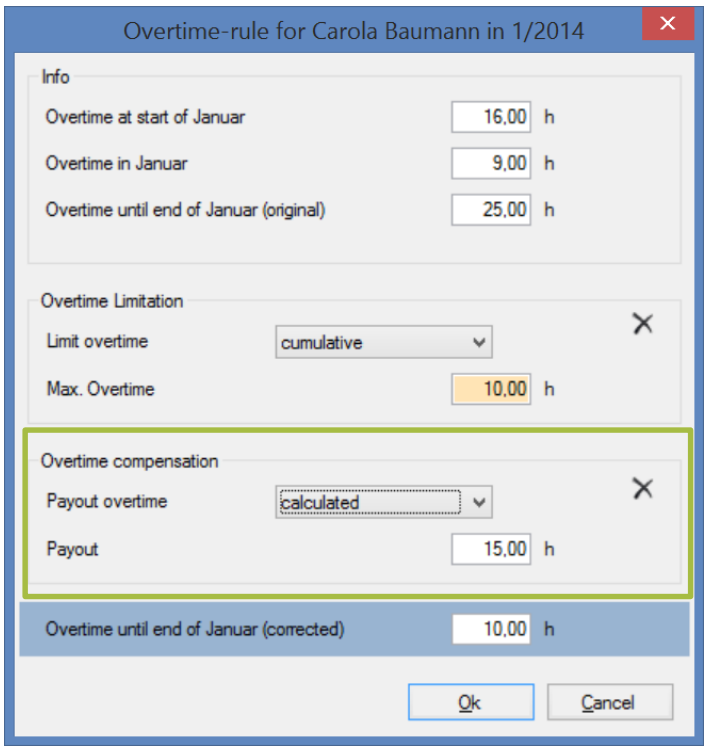


Important: The overtime can be limited per month or cumulated (that means in total).

- “Monthly” means that the user can only do a limited overtime per month, but in total without a limitation.
- “Cumulative” mean that the user can only do overtime until the given limit is reached.

Overtime gets paid automatically

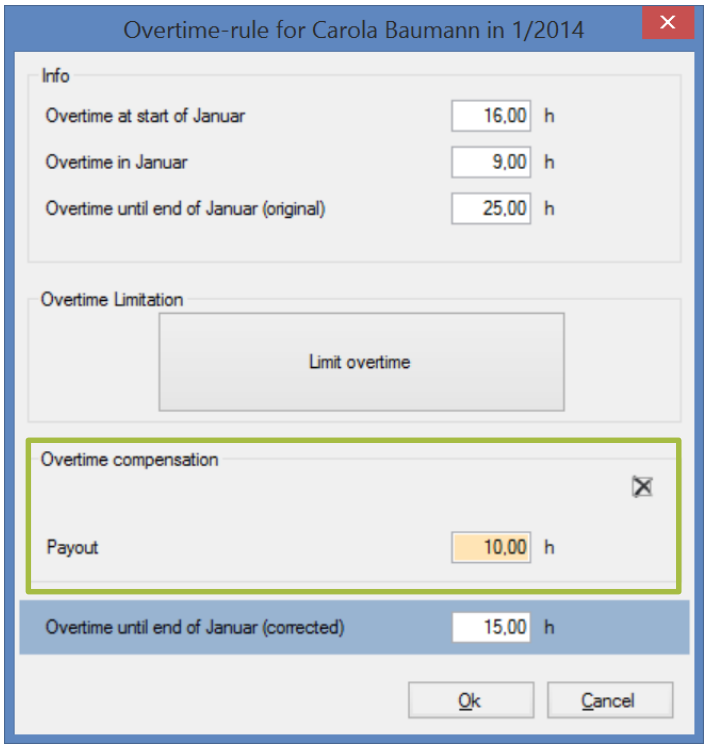
Overtime can be paid automatically if the overtime exceeds the given limit. If wanted, the selection “calculated” needs to be chosen.



Important: Overtime can only paid out automatically, if an overtime limitation has been set in order to calculate the difference to it.

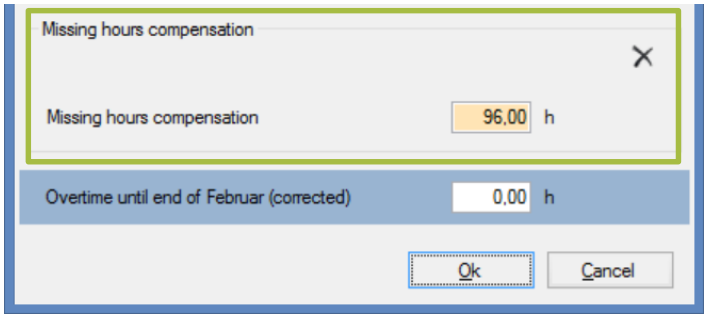
Pay-out overtime once and manually

Overtime can be paid out once if the button „Pay out overtime" will be chosen. The entered amount of overtime will then be decrease the amount of overtime in total and also be shown in the monthly report for the current user.



Missing hour compensation

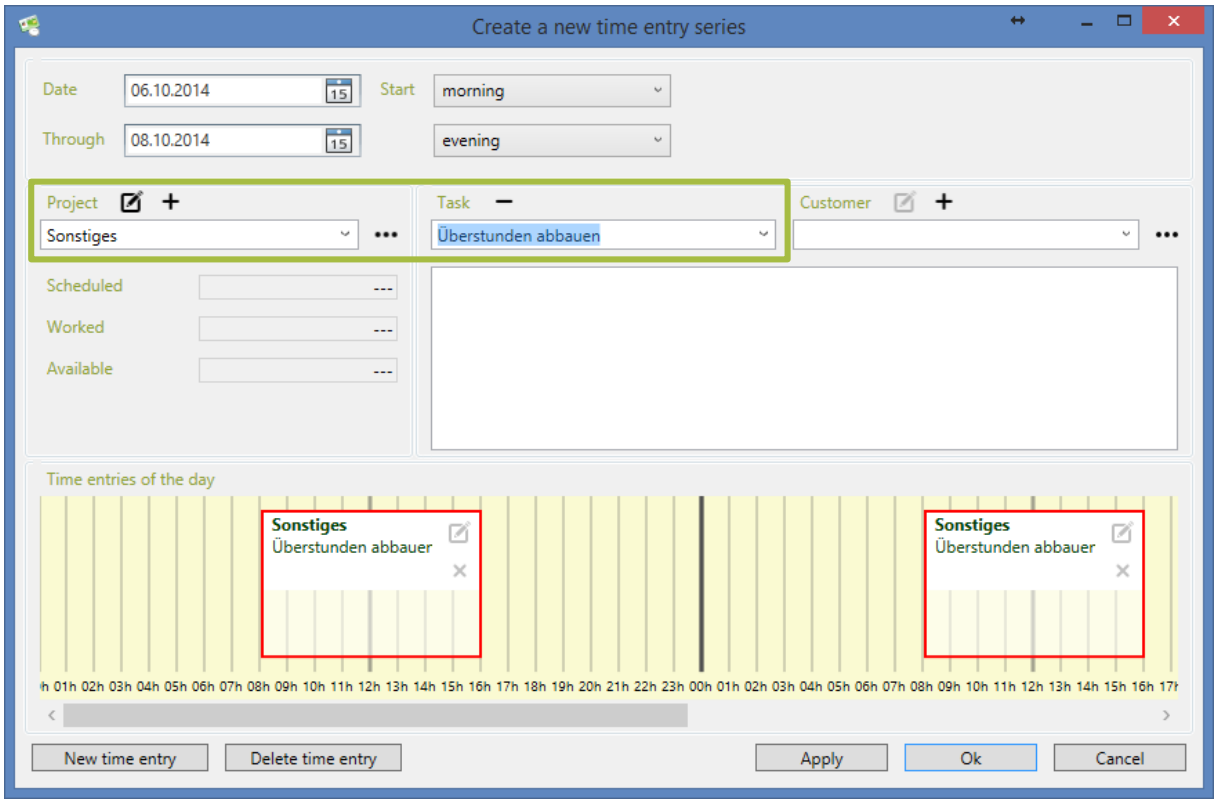
Missing hours can be compensated by selecting "Compensate missing hours". The entered missing hours will then be added to the missing hours and also displayed in the monthly report for the selected user.



Overtime compensation

The flexitime calculation in TimePunch interprets missing entries as taken-overtime. Seeing that adding an entry for overtime compensation is not necessary.

But for the clarity, adding entries for the compensated overtime is a good advice. Also in this case it's recommended to create an entry series.



Evaluate the development of overtime

The buildup and reduction of overtime can be evaluated at best with the overtime report. In this report the target hours, the current working time and the therefore done and taken overtime displayed.

Overtime Report: Carola Baumann - 2/2014 12/02/2014

Overtime until previous month:	15.00 h
Missing hours in month:	-76.17 h
Missing hours:	**-61.17 h**
Overtime limitation:	no
Total Missing Hours:	**-61.17 h**

Date	Day	Estimated	Sick	Leave	Work	Overtime	Taken Overt.	Current Overtime
01/02/2014	Sat							15.00
02/02/2014	Sun							15.00
03/02/2014	Mon	8.00			9.00	1.00		16.00
04/02/2014	Tue	8.00			8.00			16.00
05/02/2014	Wed	8.00			8.00			16.00
06/02/2014	Thu	8.00			9.00	1.00		17.00
07/02/2014	Fri	8.00			8.00			17.00
08/02/2014	Sat							17.00
09/02/2014	Sun							17.00
10/02/2014	Mon	8.00			8.00			17.00
11/02/2014	Tue	8.00			8.83	0.83		17.83
12/02/2014	Wed	8.00			7.00		-1.00	16.83
13/02/2014	Thu	8.00			10.00	2.00		18.83
14/02/2014	Fri	8.00			8.00			18.83
15/02/2014	Sat							18.83
16/02/2014	Sun							18.83
17/02/2014	Mon	8.00			0.00		-8.00	10.83
18/02/2014	Tue	8.00			0.00		-8.00	2.83
19/02/2014	Wed	8.00			0.00		-8.00	-5.17
20/02/2014	Thu	8.00			0.00		-8.00	-13.17
21/02/2014	Fri	8.00			0.00		-8.00	-21.17
22/02/2014	Sat							-21.17
23/02/2014	Sun							-21.17
24/02/2014	Mon	8.00			0.00		-8.00	-29.17
25/02/2014	Tue	8.00			0.00		-8.00	-37.17
26/02/2014	Wed	8.00			0.00		-8.00	-45.17
27/02/2014	Thu	8.00			0.00		-8.00	-53.17
28/02/2014	Fri	8.00			0.00		-8.00	-61.17
Summary		**160.00**	**0.00**	**0.00**	**83.83**	**4.83**	**-81.00**	**-61.17**

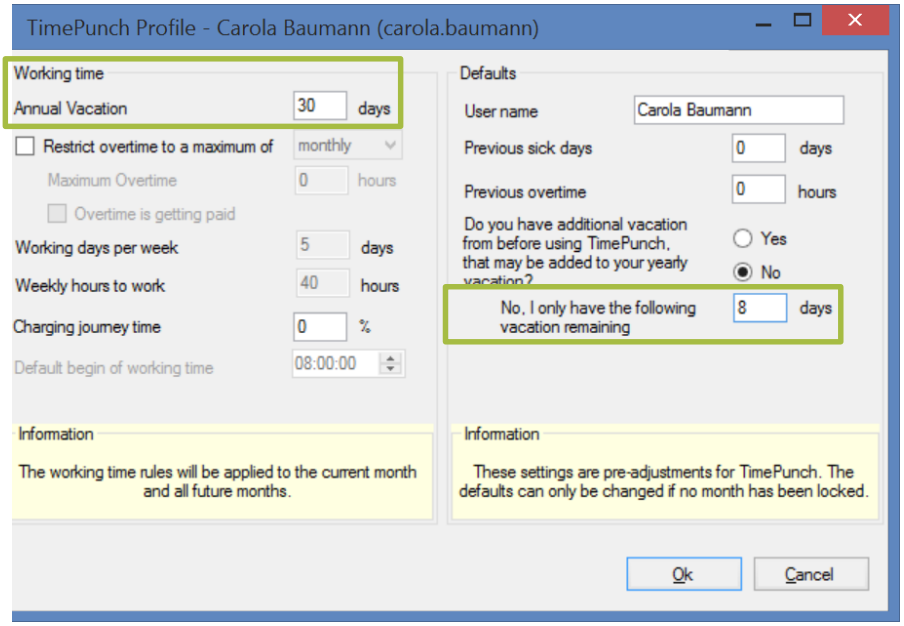
Annual leave management

The following pages describes how the annual leave can be managed and evaluated using TimePunch.

Set-up the leave account for the first time

If one create a new TimePunch profile for a new member, the annual leave (as defined in the contract) must be entered in TimePunch. At the defaults section, the remaining-leave must be entered on pro rata base.

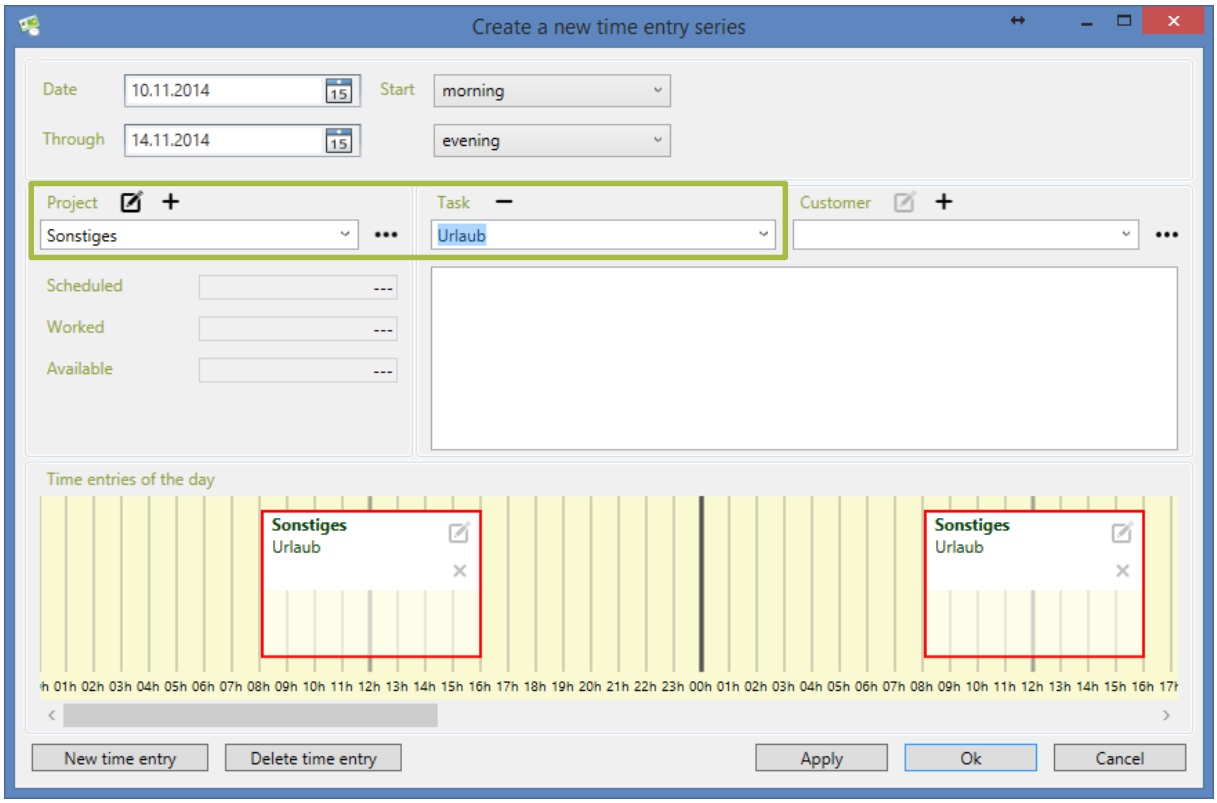
The same is valid if one starts with TimePunch in mid-year. In the defaults the annual leave must be entered, that refers to the count of leave days that the user owns with start of TimePunch.



How to enter annual leave

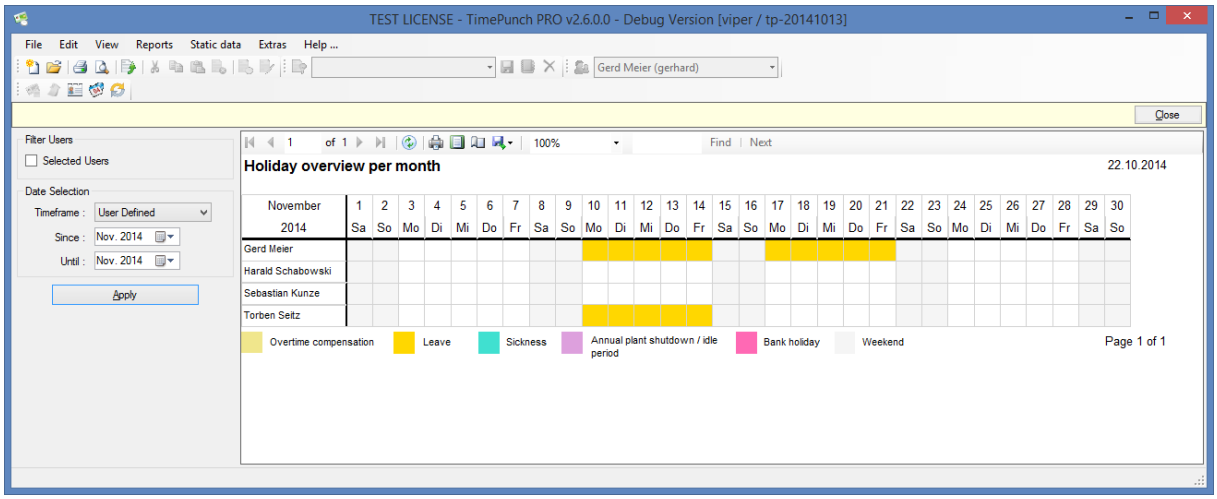
In order to enter annual leave, choose ‘Edit, Create several days’ duration entries …’ from the menu and select ‘Leave’ to specify the entry.

The fields ‘start’ and ‘end’ specify the day time where the entry starts and ends. The concrete start and end times will be taken from the working time model.



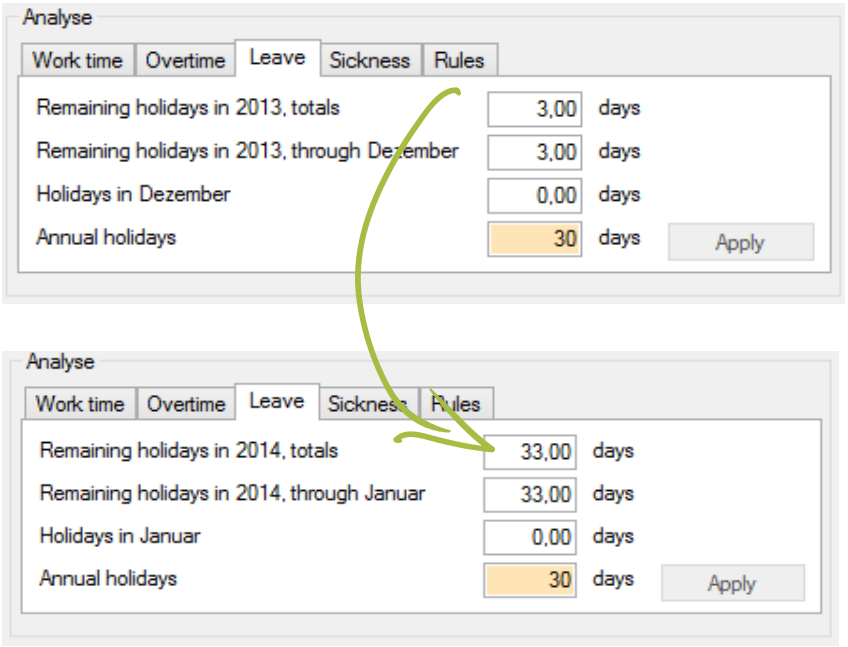
Holiday planning

TimePunch offers the "Holiday planning" report for the easy planning of annual leave. In this report, each employee can see the registered holiday times and print it out. Overlapping times are directly visible and can be corrected.



Take remaining leave into the upcoming year

Remaining leave will be automatically taken over to the New Year. Important for the takeover is the last December. All remaining leave that is shown in this month will be added to the January of the next year.



Reporting

The following pages describe the reporting functionality of TimePunch.

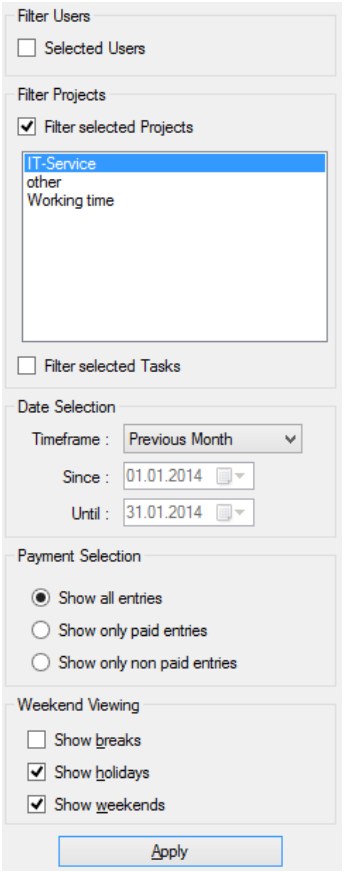
Menu „Reports“, Reporting Options

For each report there are different filters available. This filters won't change the look, but the data that is displayed.

If the account owns administration rights, it is possible to create reports for all user accounts. For most reports it's also possible to filter projects and tasks, as well as the reporting time frame.

Additionally there is an option called "Payment Selection" with that only paid entries or non-paid entries can be filtered.

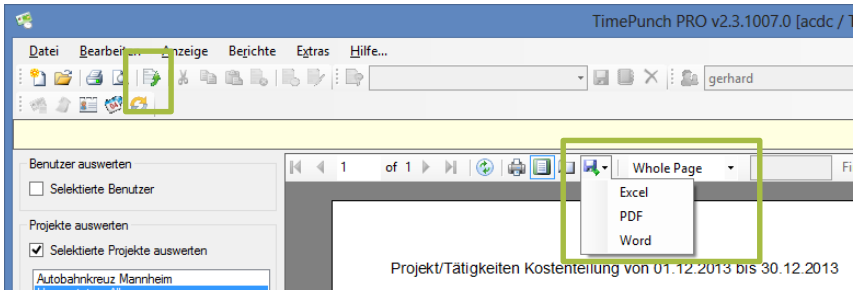
After applying the settings the report will be recreated by using the new filter settings.



Report export

Each report can be exported as an Excel, PDF or Word file.

Microsoft Excel has been established as a standard export. Therefore there's an direct export for excel implemented in TimePunch, with that the report gets directly opened within a new Instance of Microsoft Excel.

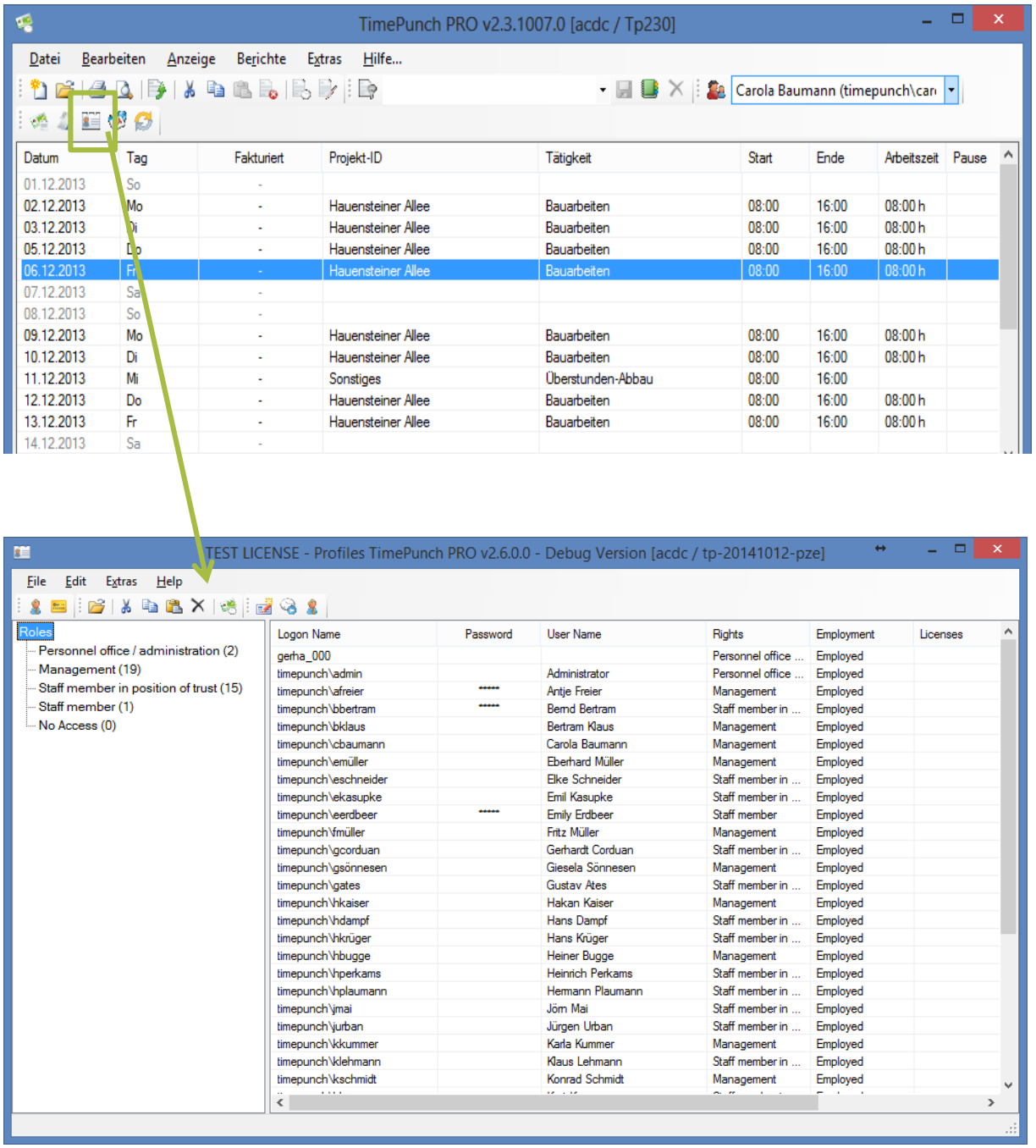


Permission management

The following pages describe the permission management in TimePunch PRO.

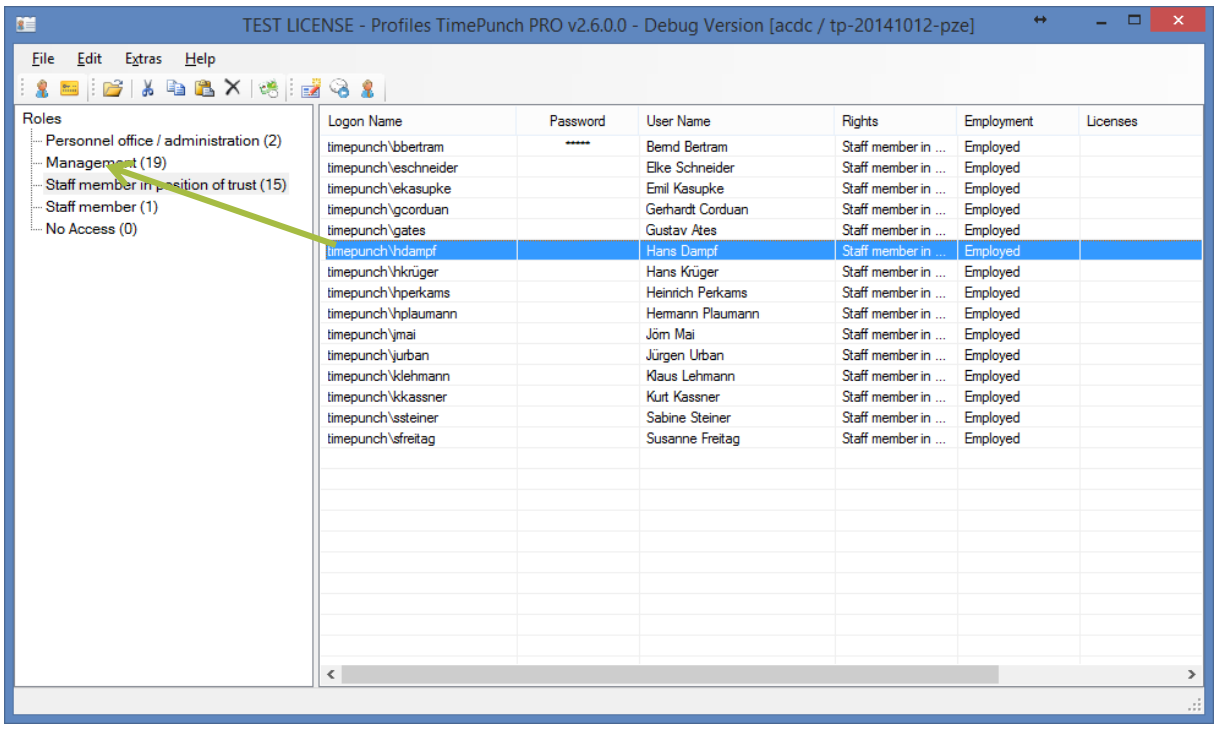
TimePunch Profiles

Using the software “TimePunch Profiles” staff members can be assigned to different roles and associated permissions.


TimePunch PRO v2.3.1007.0 [acdc / Tp230]
Datei Bearbeiten Anzeige Berichte Extras Hilfe...
Carola Baumann (timepunch\car
Datum Tag Fakturiert Projekt-ID Tätigkeit Start Ende Arbeitszeit Pause
01.12.2013 So -
02.12.2013 Mo - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
03.12.2013 Di - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
05.12.2013 Do - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
06.12.2013 Fr - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
07.12.2013 Sa -
08.12.2013 So -
09.12.2013 Mo - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
10.12.2013 Di - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
11.12.2013 Mi - Sonstiges Überstunden-Abbau 08:00 16:00
12.12.2013 Do - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
13.12.2013 Fr - Hauensteiner Allee Bauarbeiten 08:00 16:00 08:00 h
14.12.2013 Sa -
TEST LICENSE - Profiles TimePunch PRO v2.6.0.0 - Debug Version [acdc / tp-20141012-pze]
File Edit Extras Help
Roles
Personnel office / administration (2)
Management (19)
Staff member in position of trust (15)
Staff member (1)
No Access (0)
Logon Name Password User Name Rights Employment Licenses
gerha_000 Personnel office ... Employed
timepunch\admin Administrator Personnel office ... Employed
timepunch\afreier ***** Antje Freier Management Employed
timepunch\bbertram ***** Bernd Bertram Staff member in ... Employed
timepunch\bklaus Bertram Klaus Management Employed
timepunch\cbaumann Carola Baumann Management Employed
timepunch\emüller Eberhard Müller Management Employed
timepunch\eschneider Elke Schneider Staff member in ... Employed
timepunch\ekasupke Emil Kasupke Staff member in ... Employed
timepunch\eerdbeer ***** Emily Erdbeer Staff member Employed
timepunch\fmüller Fritz Müller Management Employed
timepunch\gcorduan Gerhardt Corduan Staff member in ... Employed
timepunch\gsönnesen Giesela Sönnesen Management Employed
timepunch\gates Gustav Ates Staff member in ... Employed
timepunch\hkaiser Hakan Kaiser Management Employed
timepunch\hdampf Hans Dampf Staff member in ... Employed
timepunch\hkrüger Hans Krüger Staff member in ... Employed
timepunch\hbugge Heiner Bugge Management Employed
timepunch\hperkams Heinrich Perkams Staff member in ... Employed
timepunch\hplaumann Hermann Plaumann Staff member in ... Employed
timepunch\jmai Jörn Mai Staff member in ... Employed
timepunch\jurban Jürgen Urban Staff member in ... Employed
timepunch\kkummer Karla Kummer Management Employed
timepunch\klehmann Klaus Lehmann Staff member in ... Employed
timepunch\kschmidt Konrad Schmidt Management Employed

Assigning staff members to a role

Move a staff member via drag & drop to a different role in order to assign the user to that role.



Permissions

As a standard every installation owns administration rights. If TimePunch gets installed in an enterprise environment, each user can be assigned to a different role. The role defines the permissions that the user owns.

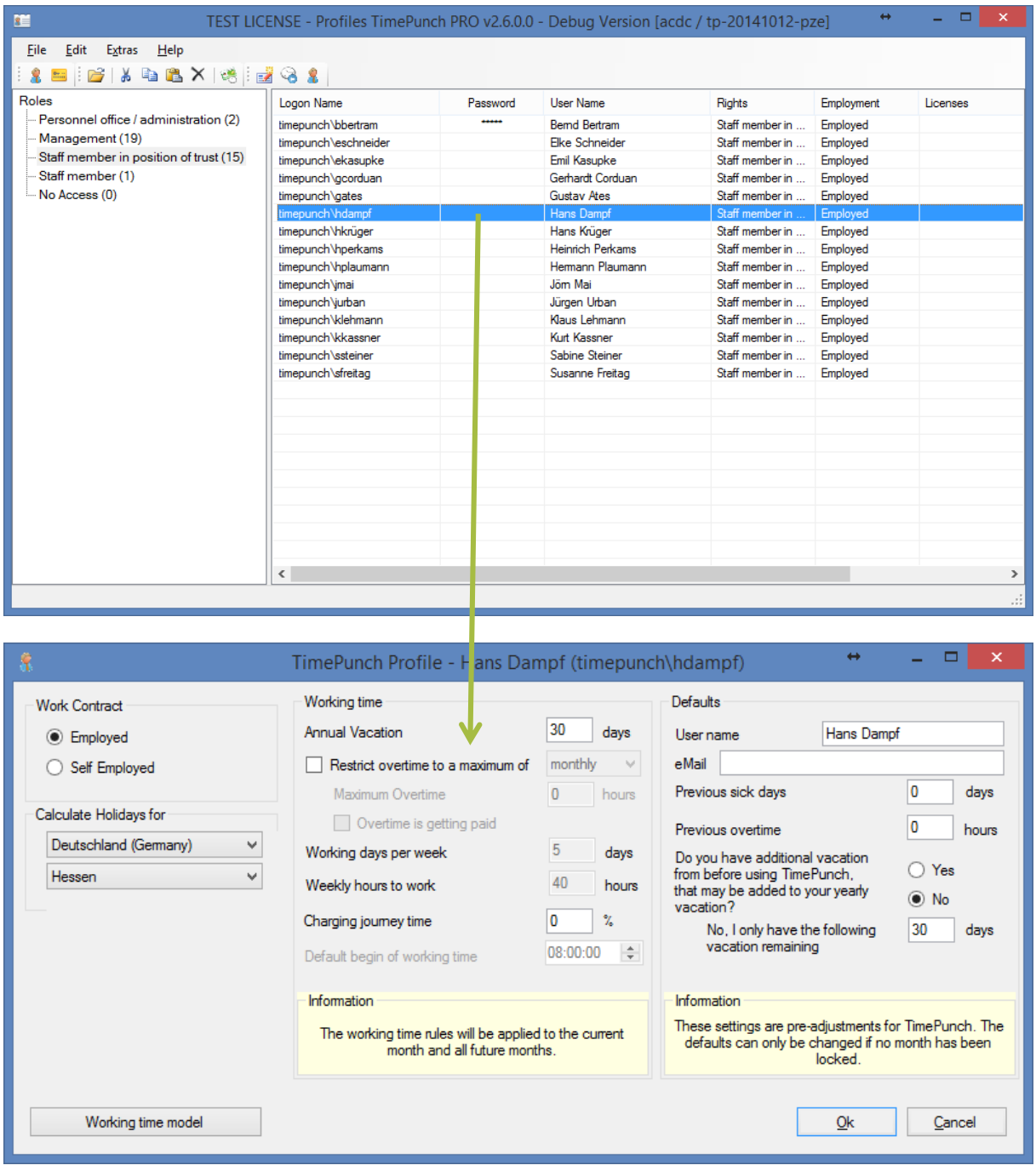
Login Permissions	Personnel office / Administrator	Management	Staff member in position of trust	Staff member
Login	x	x	x	x
Manage TimePunch Profiles (switch users)	x			
Synchronization				
Access to the Synchronization Wizard of TimePunch	x	x	x	
Time recording				
Access to the TimePunch Watcher	x	x	x	x
Change active time entry	x	x	x	
Change recording settings	x	x	x	
Project access				
Access to the active projects	x	x	x	x
Managing the projects	x	x		
Send projects using the TimePunch Sync Wizard	x	x	x	
Receive projects via TimePunch Sync Wizard	x	x		

Task access				
Access to the active tasks	x	x	x	x
Managing the common tasks	x	x		
Time entries				
Access to the time entries	x	x	x	x
Modify existing time entries	x	x	x	
Send time entries using the TimePunch Sync Wizard	x	x	x	
Receive time entries using the TimePunch Sync Wizard	x	x	x [1]	
Restricted modification of existing time entries.				x

[1] If no projects or activities will be modified or created.

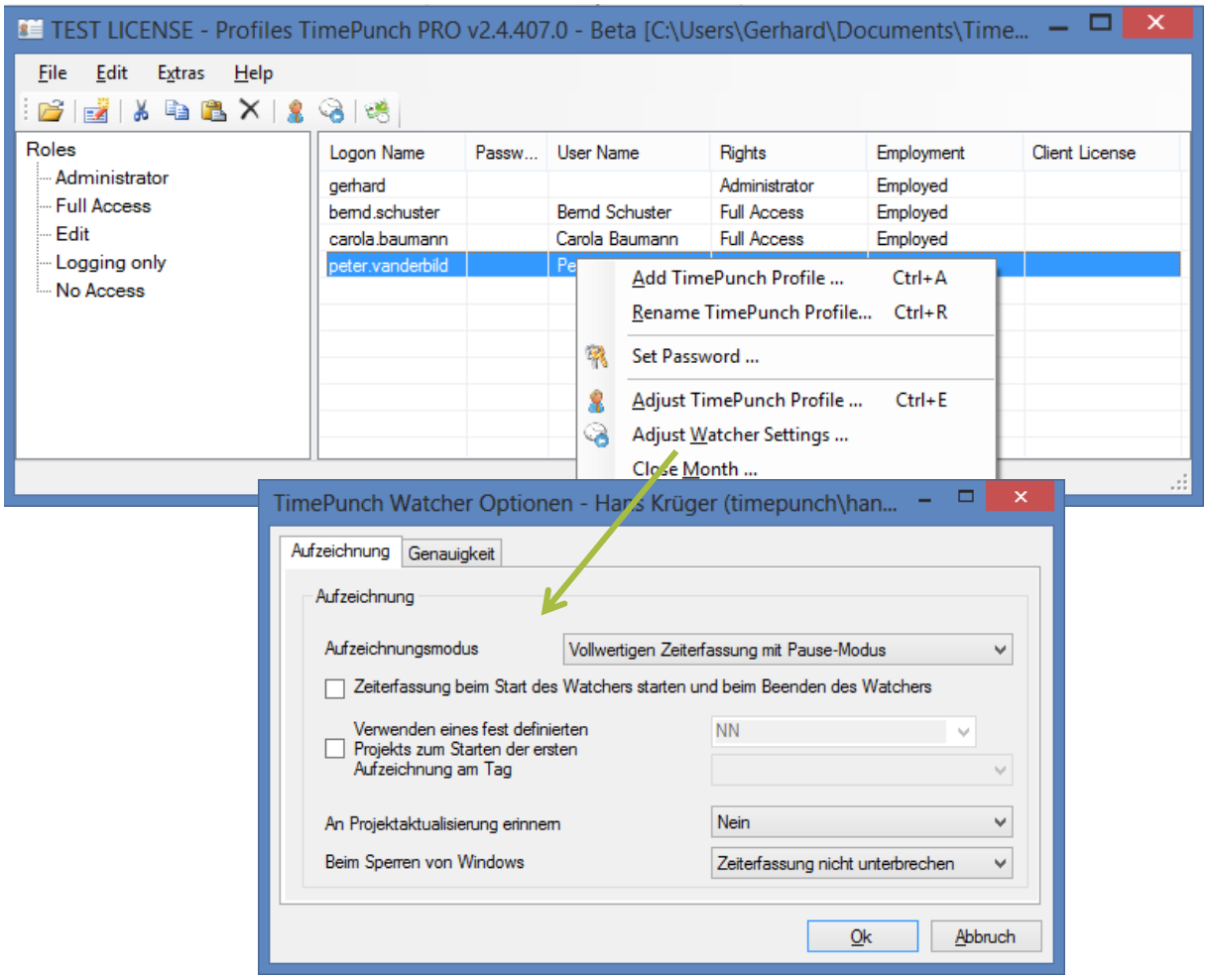
Amending employee profiles in TimePunch Profiles

With double clicking the staff member in TimePunch Profiles the employee profile of this user can be amended.


TEST LICENSE - Profiles TimePunch PRO v2.6.0.0 - Debug Version [acdc / tp-20141012-pze]
File Edit Extras Help
Roles
Personnel office / administration (2)
Management (19)
Staff member in position of trust (15)
Staff member (1)
No Access (0)
Logon Name Password User Name Rights Employment Licenses
timepunch\bbertram Bernd Bertram Staff member in ... Employed
timepunch\eschneider Elke Schneider Staff member in ... Employed
timepunch\ekasupke Emil Kasupke Staff member in ... Employed
timepunch\gcorduan Gerhardt Corduan Staff member in ... Employed
timepunch\gates Gustav Ates Staff member in ... Employed
timepunch\hdampf Hans Dampf Staff member in ... Employed
timepunch\hkrüger Hans Krüger Staff member in ... Employed
timepunch\hperkams Heinrich Perkams Staff member in ... Employed
timepunch\hplaumann Hermann Plaumann Staff member in ... Employed
timepunch\jmai Jörn Mai Staff member in ... Employed
timepunch\jurban Jürgen Urban Staff member in ... Employed
timepunch\klehmann Klaus Lehmann Staff member in ... Employed
timepunch\kkassner Kurt Kassner Staff member in ... Employed
timepunch\ssteiner Sabine Steiner Staff member in ... Employed
timepunch\sfreitag Susanne Freitag Staff member in ... Employed
TimePunch Profile - Hans Dampf (timepunch\hdampf)
Work Contract
Employed
Self Employed
Calculate Holidays for
Deutschland (Germany)
Hessen
Working time
Annual Vacation 30 days
Restrict overtime to a maximum of monthly
Maximum Overtime 0 hours
Overtime is getting paid
Working days per week 5 days
Weekly hours to work 40 hours
Charging journey time 0 %
Default begin of working time 08:00:00
Information
The working time rules will be applied to the current month and all future months.
Defaults
User name Hans Dampf
eMail
Previous sick days 0 days
Previous overtime 0 hours
Do you have additional vacation from before using TimePunch, that may be added to your yearly vacation?
Yes
No
No, I only have the following vacation remaining 30 days
Information
These settings are pre-adjustments for TimePunch. The defaults can only be changed if no month has been locked.
Working time model
Ok
Cancel

Amending the recording settings

In TimePunch Profiles the recording settings can be managed centralized for all users. This can be done with a right click onto the user profile. After that the menu “Adjust Watcher Settings …” has to be chosen.



The different recording options are described in detail within the user manual of TimePunch Watcher.

But it’s important to know, that the settings can be managed centralized. Because if a user only owns the right to record only times, he can’t change those settings.

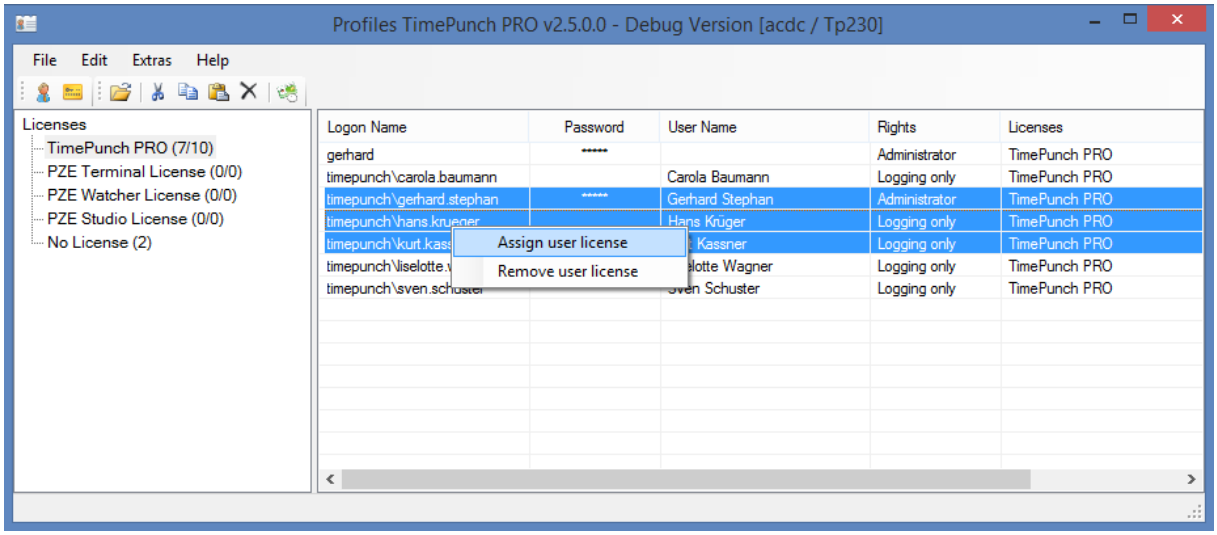
Quitting of employees

If employees are leaving the enterprise they cannot be deleted in TimePunch due to their existing time entries.

And even if it would be possible, deleting the time entries is not recommended because the times may needed in the future. Because of this reason the times of employees who left the enterprise can be archived.

For this purpose, the employee is first moved to the role of "No Access". Now a change to the license management is necessary.

Here the appropriate license type is selected first in the tree, e.g. "PZE Studio". Then the license for the selected staff can be removed with the right button context menu "Remove user license".



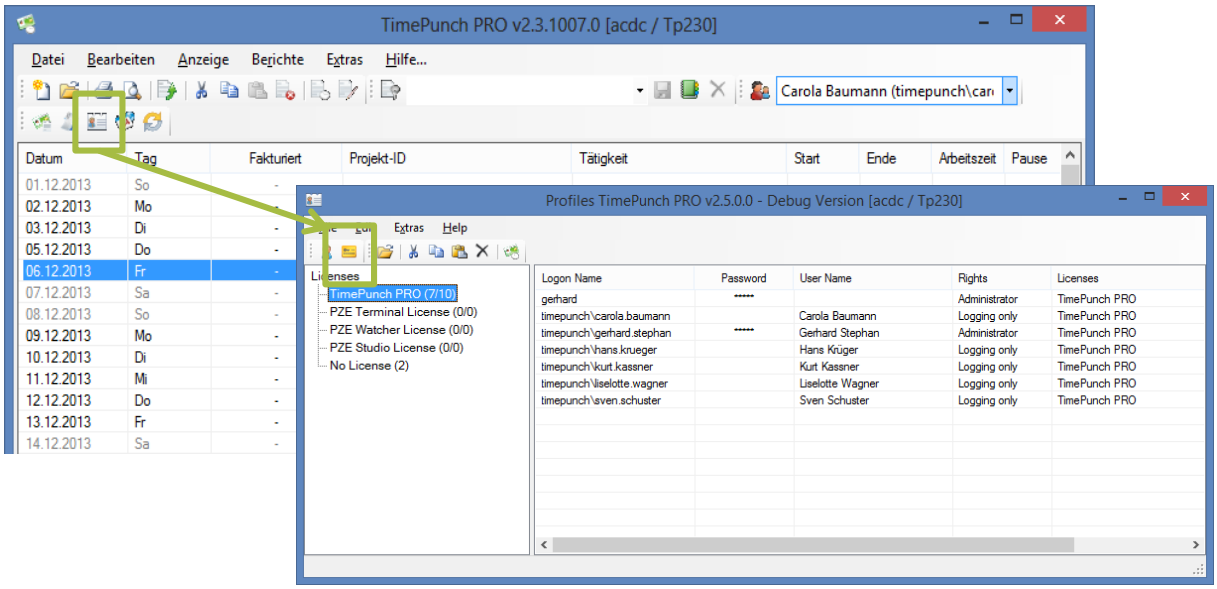
The license is now again vacant and available for new employees.

License management

The following pages describe the TimePunch PRO license management.

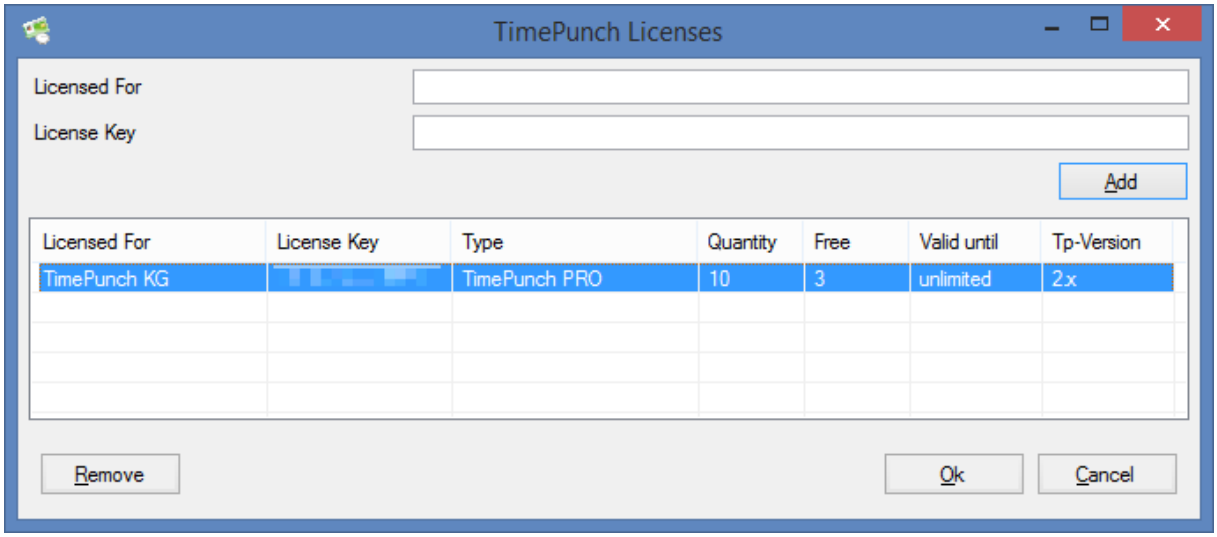
TimePunch Profiles

Using "TimePunch Profiles" the licenses for TimePunch PRO can be entered and assigned to the staff members.


TimePunch PRO v2.3.1007.0 [acdc / Tp230]
Datei Bearbeiten Anzeige Berichte Extras Hilfe...
Carola Baumann (timepunch\car
Datum Tag Fakturiert Projekt-ID Tätigkeit Start Ende Arbeitszeit Pause
Profiles TimePunch PRO v2.5.0.0 - Debug Version [acdc / Tp230]
Extras Help
Licenses
TimePunch PRO (7/10)
PZE Terminal License (0/0)
PZE Watcher License (0/0)
PZE Studio License (0/0)
No License (2)
Logon Name Password User Name Rights Licenses
gerhard Administrator TimePunch PRO
timepunch\carola.baumann Carola Baumann Logging only TimePunch PRO
timepunch\gerhard.stephan Gerhard Stephan Administrator TimePunch PRO
timepunch\hans.krueger Hans Krüger Logging only TimePunch PRO
timepunch\kurt.kassner Kurt Kassner Logging only TimePunch PRO
timepunch\liselotte.wagner Liselotte Wagner Logging only TimePunch PRO
timepunch\sven.schuster Sven Schuster Logging only TimePunch PRO

Enter the license key

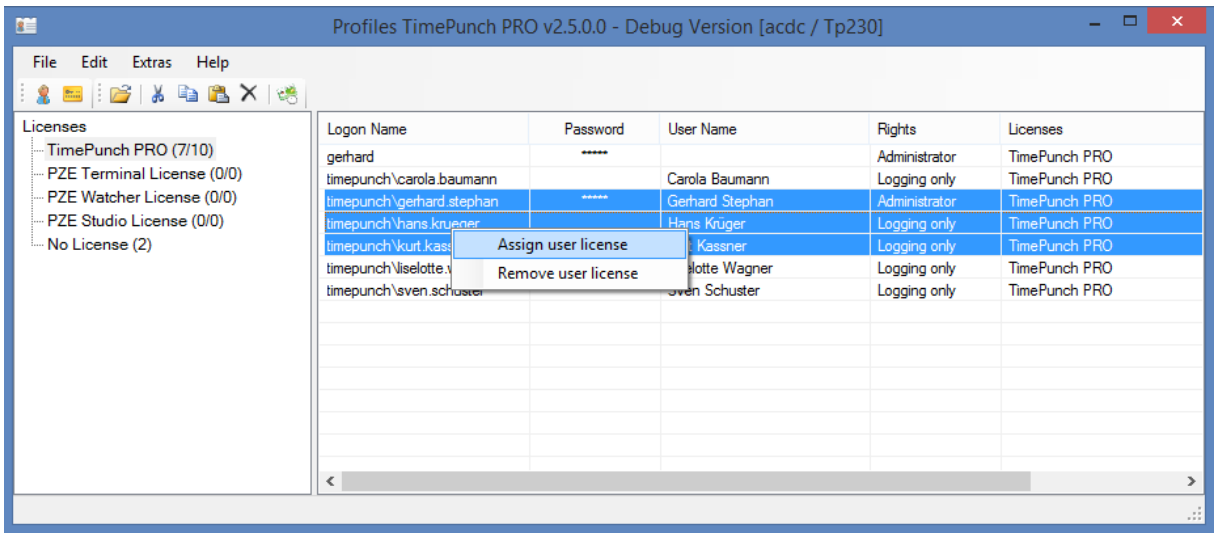
Before licenses can be mapped to the individual employees, the license key must be entered. This is done via the menu item "Help / Enter license information ..."



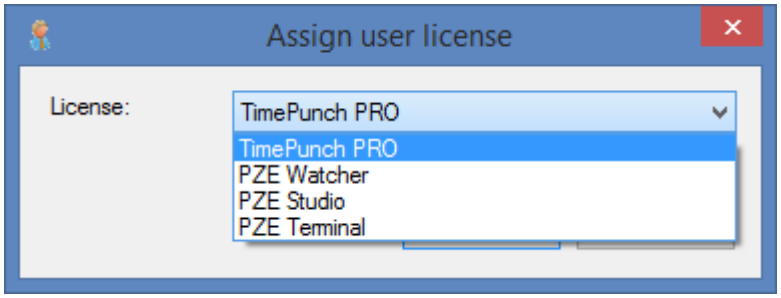
After entering the license information, the key must be added by using the "Add" button.

Assign licenses to the employees

In the tree, the number of licenses already awarded, as well as the number of all license keys of each type are displayed for the respective license type.



Now the concerning employees must be selected and the context menu "assign user license" chosen.



After confirming the dialog with OK, the license gets assigned to the employee. As an alternative to licensing through the Dialog, the employee can also be moved via drag and drop on the appropriate license in the tree view.

Types of licenses in TimePunch

Additionally to the kind of licenses in TimePunch there are different types of licenses available. This types allow access to the complete system or only to part aspects.

TimePunch PRO

This license is a version that is required in the human resources department to evaluate the working hours of employees. The TimePunch PRO license offers an efficient staff management including vacation planning, flexitime accounts / overtime management, monthly reports, and extensive project management functions.

Alternatively this license can be used also for each employee for time recording, since it includes all PZE licenses (Terminal/Watcher/Studio).

PZE Watcher

This license includes the use of the TimePunch Watcher to record the working time on your own PC. No time attendance terminal is required for this license.

The time is recorded as soon as the employee logs on to his workstation PC. In addition, the working time can be booked on various projects. The number of licenses is dependent on the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office or project management.

PZE Studio

This license includes the use of TimePunch Studio to record the work time at a community PC, e.g. in a garage, a practice or in a Studio. For each employee an own PZE Studio license is required.

The working time is recorded when the staff member logs on in TimePunch Studio. In addition, the working time can be booked on various projects. The number of licenses is determined by the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office or project management.

PZE Terminal

Only the Coming and the Going of staff members is recorded at the time recording terminal, either via RFID employee ID cards or keychain. The number of licenses is dependent on the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office.

Licence matrix

The following table shows the various licenses and their use and licensing opportunities.

Usage	TimePunch PRO	PZE Watcher	PZE Studio	PZE Terminal
TimePunch PRO Windows Client	x			
TimePunch Watcher	x	x		
TimePunch Studio	X		x	
TimePunch Zeiterfassungsterminal	X			X

Tips and Tricks

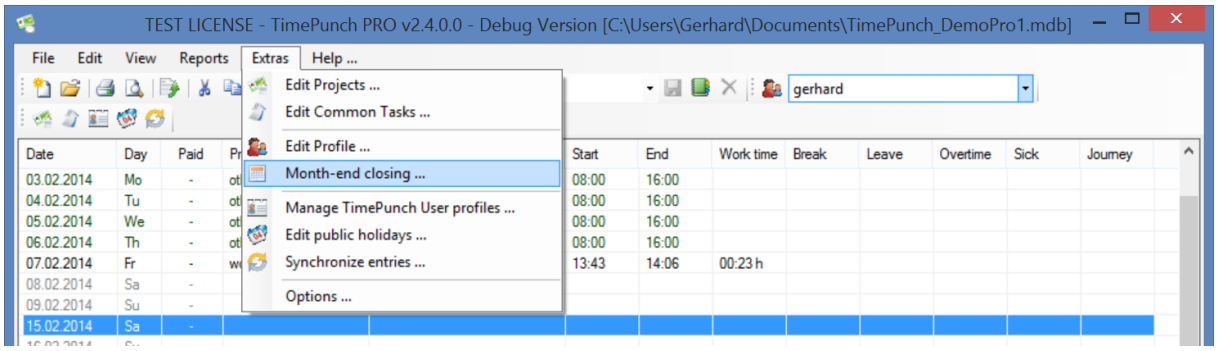
The following pages contains useful tips and tricks that can ease the work with TimePunch.

Month end closing and overall performance

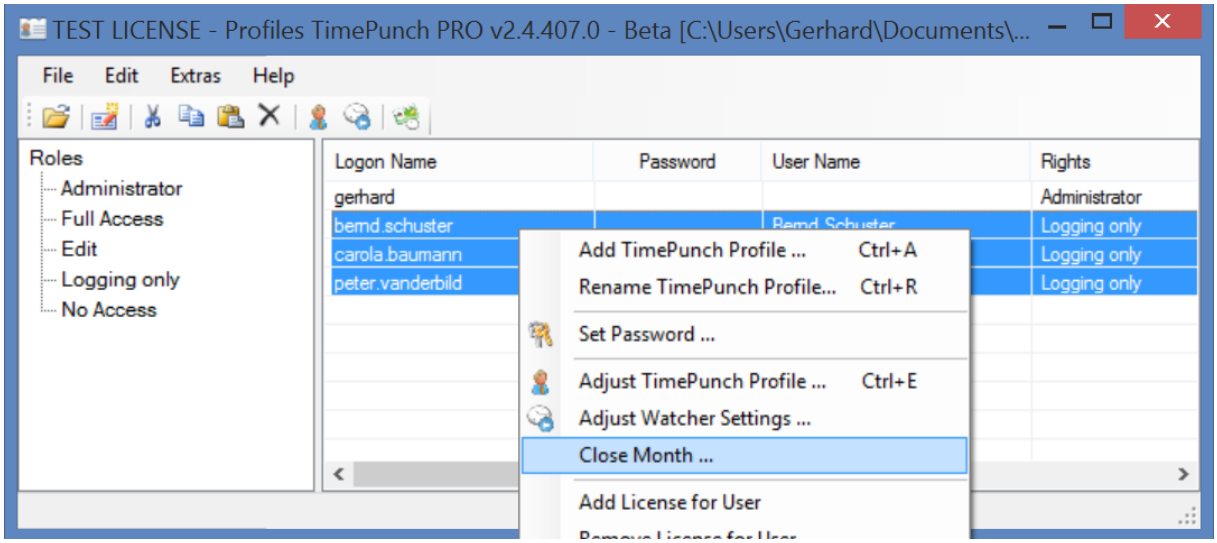
The month end closing that can be done in TimePunch has to big benefits. First it prevents deleting previous recorded time-entry accidentally, because they get locked. Second it keeps the performance of TimePunch at a good level, because the times are set and there's no need for a recalculation.

Because of this reasons the month end closing should be done on a regular base, either by the staff member for their own times, or by the personnel office for all staff.

In TimePunch PRO the month end closing can be executed in menu 'Extras / Month-end closing'.



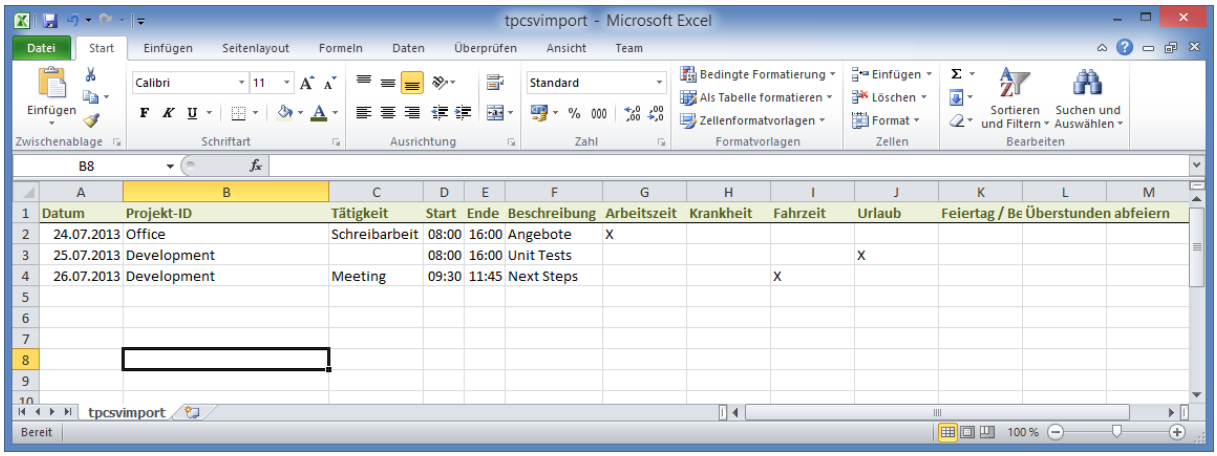
The personnel office can open the month-end closing dialog for multiple users by selecting the users and choosing 'Month-end closing' from the context menu.

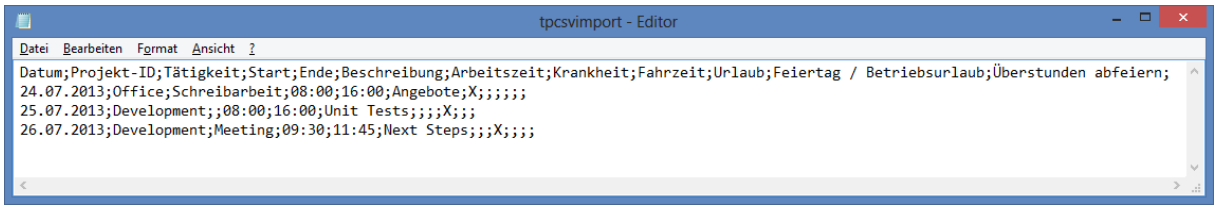


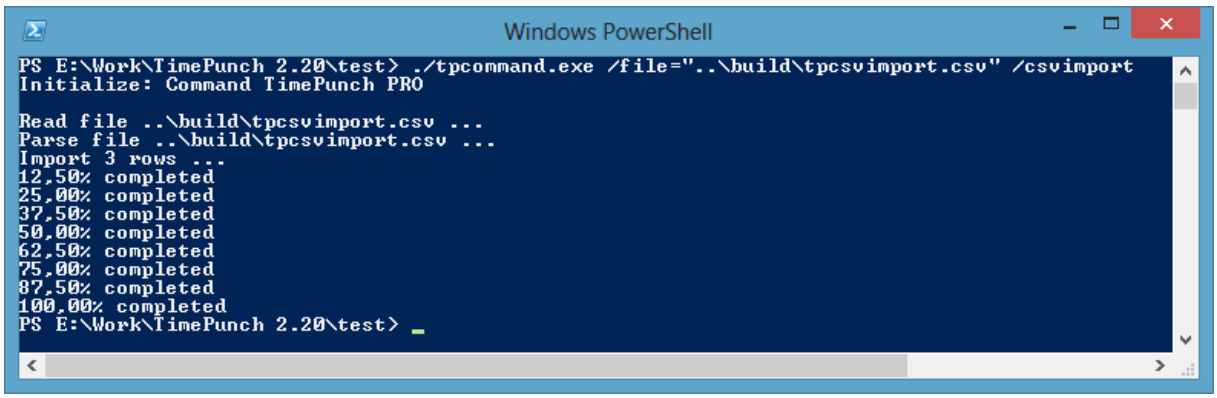
Import of time entries from Microsoft Excel

Using the command line tool ‘TpCommand’ it is possible to import excel files that have been created with a defined set of columns.

How this can be achieved is described in detail within the user manual of TimePunch Command. At this place we only want to tell you that it is possible in case you need it to import time entries from previous time entry recording systems.



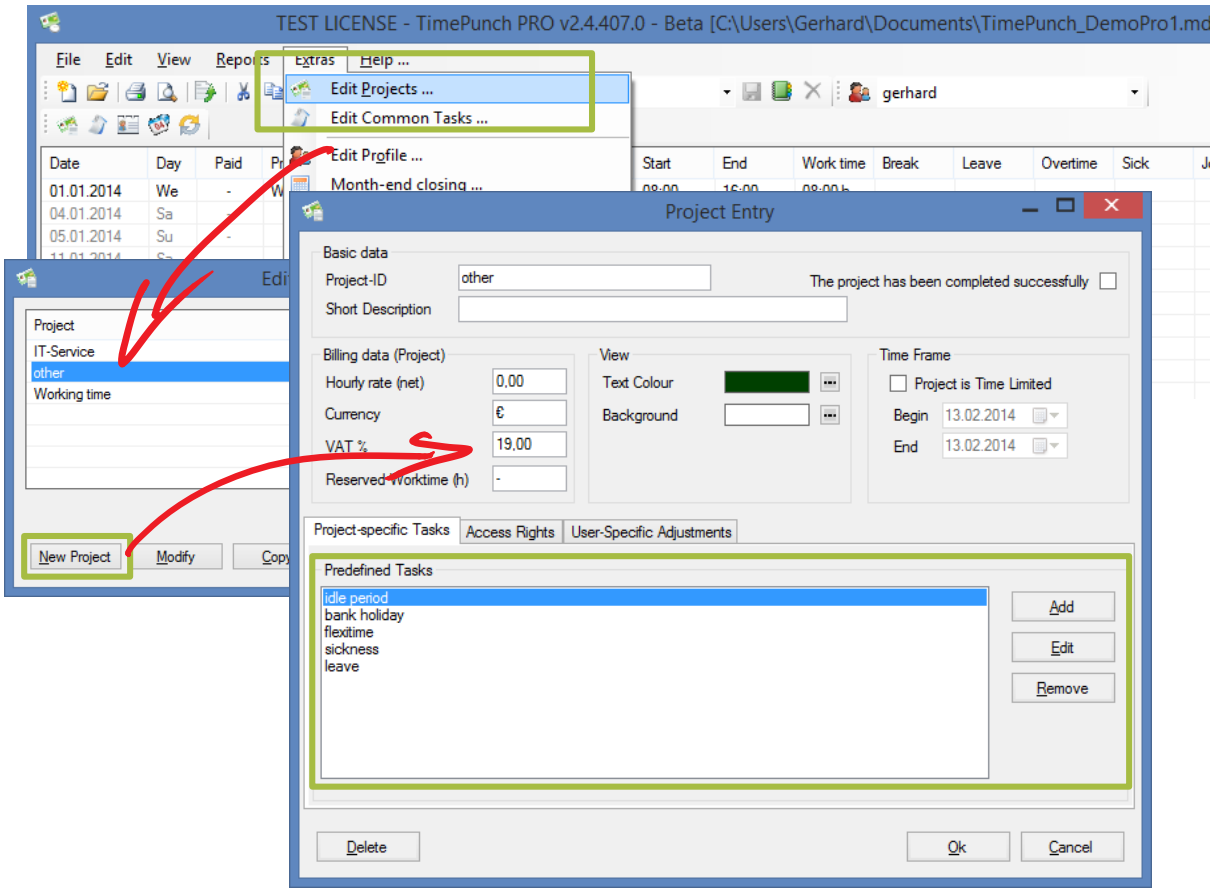




Standard project for leave, sickness, taken overtime etc.

Using the menu “Master data / Edit projects” it’s useful to create a standard project called “other”. This project can contain some default tasks like ‘leave’, ‘sickness’, ‘taken overtime’ etc.

Starting with TimePunch 2.4 this standard project called ‘other’ will be created by default. If you want to change the tasks you are free to do so.

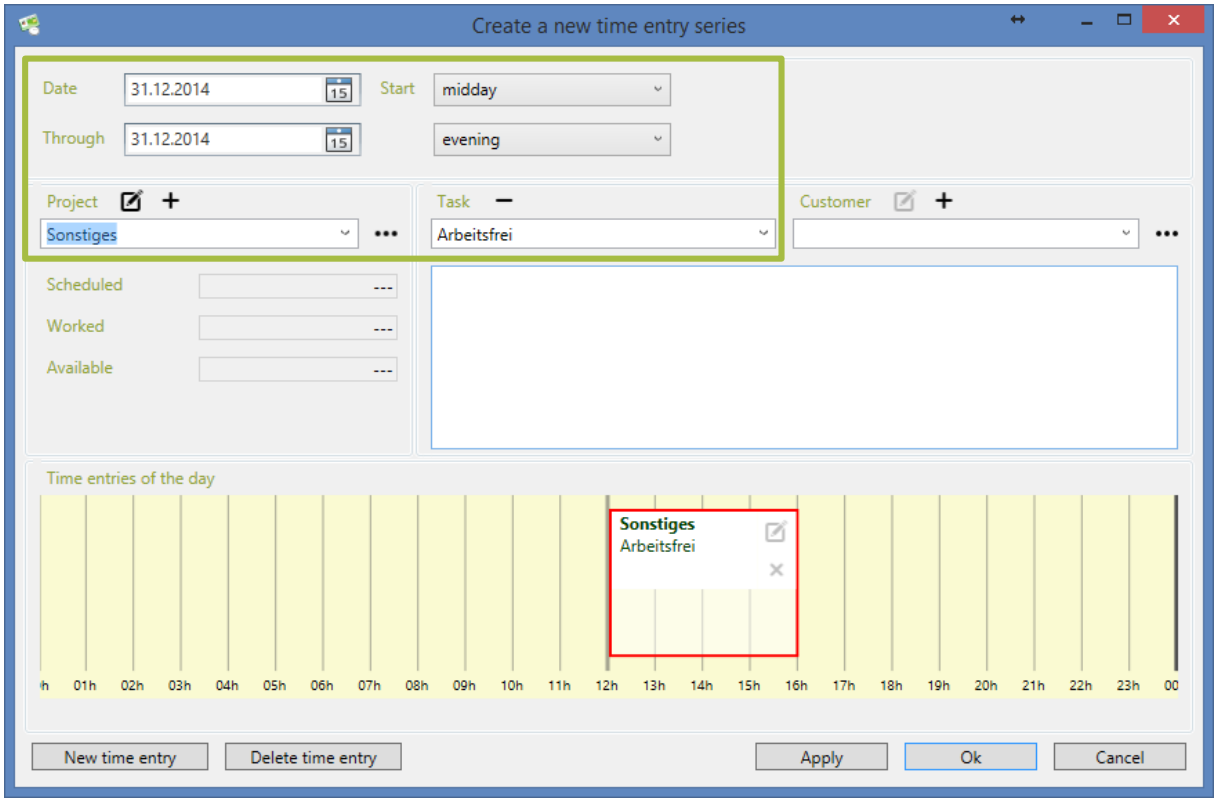


Christmas and Sylvester

Christmas and Sylvester are no official public holidays, but most enterprises offer their employees a half day off.

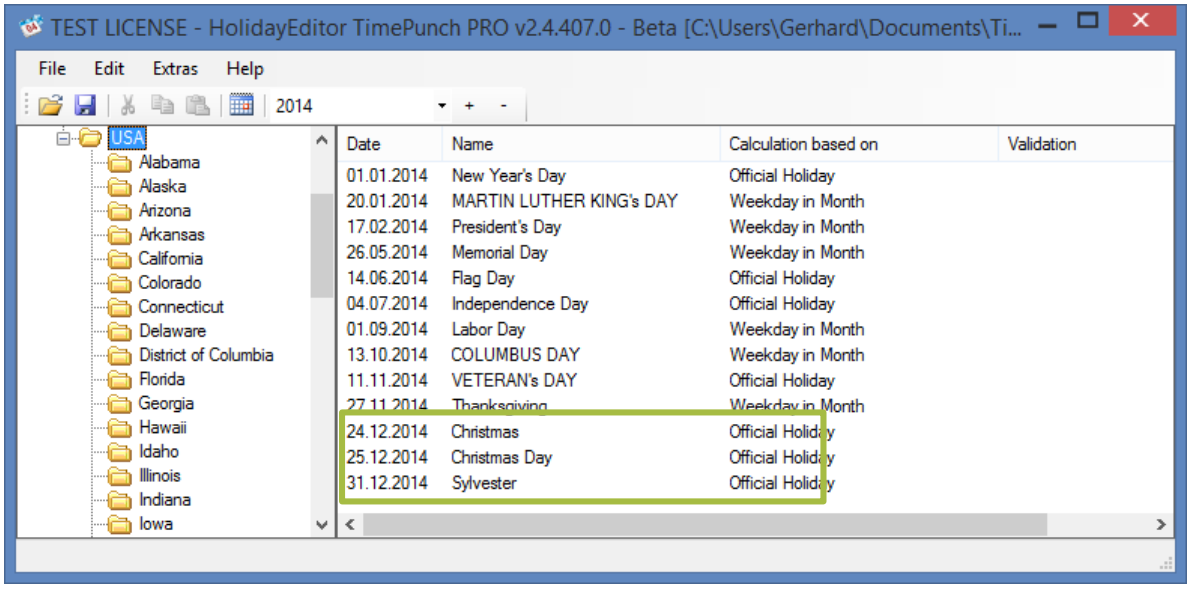
Solution 1: Employees will work a half day at Christmas and Sylvester

If this is the same for your enterprise, you have to add such “half” public holidays for each user, in order to correct the flexitime account.



Solution 2: Christmas and Sylvester treated as normal leave days

In this case Christmas and Sylvester can be added as a bank holiday within the holiday editor. Accordingly to that, the employees' annual leave must be reduced by 2 days in order to reflect the additional holidays.

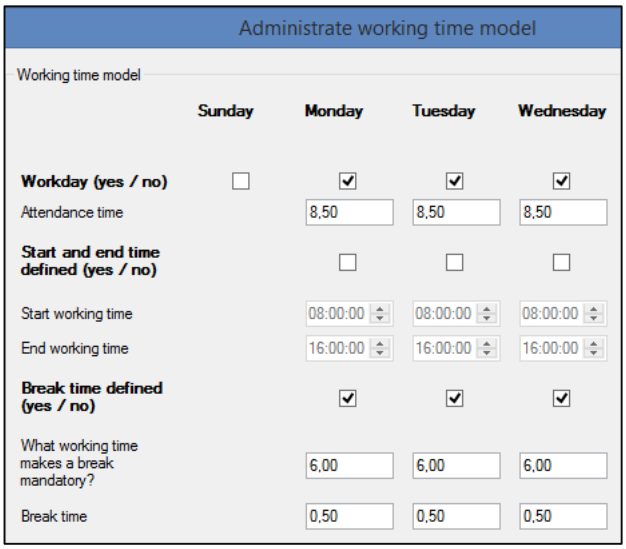


Automatic time-recording without possibility to manipulate

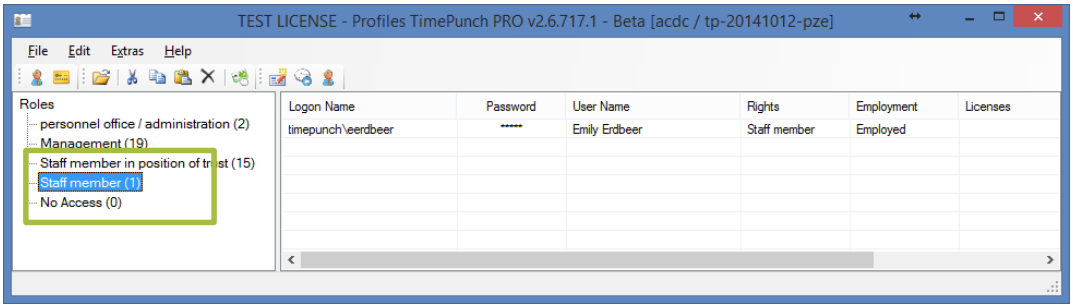
By knowing how to set up TimePunch it is possible to configure it in a way, that no the staff member can't manipulate the recorded working time.

The following steps are necessary:

1. The working time model of the staff member should contain an automatic break of 30 minutes after 6 hours. With that setting can be ensured, that the break time settings are always applied.

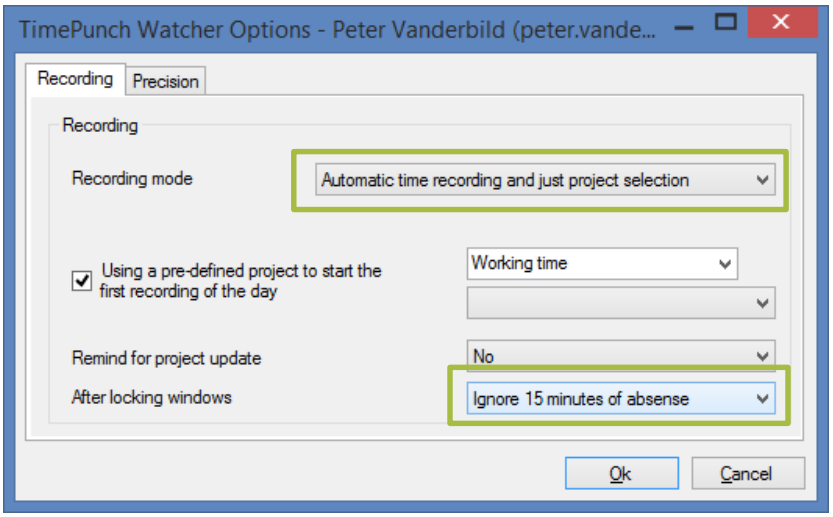


2. As a second the staff member should only have the right to record the working time. With this setting it can be ensured that the working times cannot be amended.

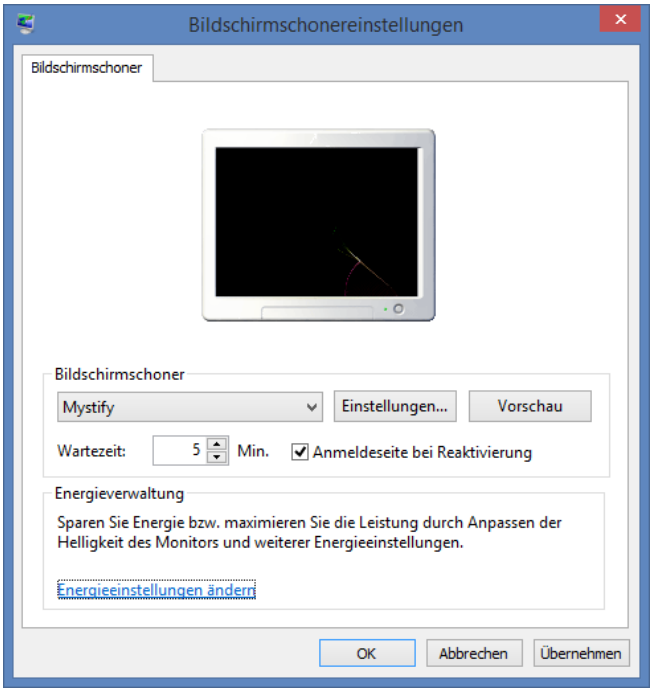


3. Additionally the recording options should be set in a way that the staff member cannot stop the time recording. This prevents a wilful stopping of the recording.

   Another important point is that the time recording shall be stopped when windows get locked. In order not to track each short break (e.g. toilette) it's recommended to enter 15 minutes fairness time.



4. In order to make the setting "after locking windows pause time recording" work, the screen saver must be configured accordingly. This can also be done via the domain settings for all domain users.



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